

STRATEGIC WORKFORCE PLANNING & FORECASTING

*Malaysia HR Forum Academy,
MENARA PKNS PJ*

RM2,800.00



Sophie: 010-861 1851 | sophie@malaysiahrforum.com | malaysiahrforum.com

OVERVIEW

This 2-day program equips HR professionals, line managers, and business leaders with frameworks and analytical tools to plan, forecast, and align workforce requirements with strategic business objectives. Participants will learn how to identify current and future talent gaps, analyze workforce data, and develop actionable strategies to ensure organizational agility and long-term sustainability.

OBJECTIVES

At the end of this training, participants will be able to:

- Understand the strategic importance of workforce planning in achieving business goals.
- Apply data analytics and forecasting techniques to anticipate workforce requirements.
- Identify critical roles, skills, and competency gaps that impact business continuity.
- Develop workforce plans integrating recruitment, retention, and succession strategies.
- Align workforce plans with financial planning, organizational design, and business transformation initiatives.
- Create dashboards and workforce metrics to monitor effectiveness and adapt to change.

TARGET AUDIENCE

- HR Specialists in Resourcing, Talent, Succession, and Learning & Development
- HR Business Partners and HR Managers
- Finance Professionals involved in workforce cost planning
- Line Managers responsible for talent development and team capability
- Senior Managers overseeing departmental or organizational resourcing strategy

LEARNING OUTCOMES

Upon successful completion, participants will be able to:

- Translate organizational strategy into quantifiable workforce requirements.
- Conduct environmental scans and internal talent audits.
- Design workforce supply and demand models using scenario planning.
- Formulate workforce strategies (build, buy, borrow, retain).
- Develop action plans and KPIs to measure workforce effectiveness.
- Present workforce forecasts and recommendations to management with confidence.

D1 MODULE OUTLINE

1. Introduction to Strategic Workforce Planning

- Defining workforce planning and forecasting
- Strategic linkage between business and people planning
- Benefits and challenges of workforce planning
- Workforce Planning Model

2. Understanding Business Drivers and Strategy

- Translating corporate strategy into people needs
- PESTLE and SWOT analysis for workforce insights
- Identifying success factors and future skill needs

3. Workforce Analytics and Data Gathering

- Workforce demographics, turnover and productivity data
- Identifying data sources
- Key workforce metrics and KPIs

D2 MODULE OUTLINE

1. Supply Analysis and Gap Identification

- Assessing internal workforce capability and readiness
- Succession risk and talent pipeline analysis
- Workforce segmentation

2. Developing Workforce Strategies

- Build, Buy, Borrow, Retain model
- Reskilling and upskilling approaches
- Strategic use of contingent workforce and automation

3. Workforce Action Planning, Metrics and Communication

- Integrating workforce plans
- Setting key workforce KPIs and dashboards
- Communicating workforce insights