

## Human Resource Planning for Strategic Impact

**Duration: 2 Days**

### Introduction

If you are looking for a quality course that provides a complete insight into the fundamentals of HR and Personnel Management then this is the event for you! With its comprehensive coverage of HR and Personnel Management best practice, easy to follow format, superbly written supporting materials, role plays and group exercises, feedback from an expert facilitator and a detailed action plan for you to follow later – this event is a must for any HR and Personnel Management professional who wants to excel in their role.

As a HR and Personnel Management Professional, continuing professional development isn't an option - it's an obligation, employee responsibilities shift, and core functions are impacted. It's critical that you and every single member of your staff know how to react to change and make a real difference with appropriate strategic solutions.

During this event we explore the primary disciplines in the HR and Personnel Management functions and identify how we can add strategic value to the business through those disciplines

It is the surest way to learn how to identify and alert management to the potential strategic advantages that HR can offer.

### Who Will Benefit?

Leaders of HR functions who wish to consider the impact of their service to the organisation and create approaches that add strategic value and increase their credibility as business partners

### Course Objectives

This course will provide you with the skills, knowledge and ability to:

- ✦ Assess the value added elements of the service you supply
- ✦ Measure HR's contribution to the organization
- ✦ Apply competency based performance management criteria to ensure the competencies required of job holders in your organisation is clear and measurable
- ✦ Assess the benefits of a competency based approach to recruitment and succession planning
- ✦ Identifying the effectiveness of your employee development activities and addressing return on investment issues

## Course Content

### **Defining HR's Role in the 21st Century: How to Become a Value Adding Business Partner by Aligning HR with Business Objectives**

Greater demands are being placed on HR departments than ever before as management teams expect every function to add to the bottom line. This introductory session, setting the scene for the rest of the event, will illustrate how various HR functions can have a significant impact on the overall profitability of the organization.

- ✦ Identifying your stakeholders, what they expect from you, and what you need from them
- ✦ Align your HR objectives, business goals
- ✦ Determining how every HR function adds value: Staffing, recruitment, compensation, benefits, performance management, employee relations, training and development
- ✦ HR Competencies that add value
- ✦ Becoming an effective business partner
- ✦ How to demonstrate HR's bottom line impact to your management team

### **The Principles & Methods of HR Planning**

- ✦ Standard planning - projecting staffing levels and costs into subsequent years. Developing scenarios for incremental staffing and cost for new programs and projects. The drawbacks of this approach
- ✦ Strategy based planning – The steps to creating a strategy-based human resources planning process
- ✦ HR planning is NOT manpower planning – the differences in approach
- ✦ Pest and SWOT analysis methods

### **Best Practices in Recruiting, Interviewing, Screening and Selecting Employees**

The competition for employees in today's tight labour market is fierce, and finding the right candidates is one of the biggest challenges facing HR professionals. Mistakes in hiring decisions come at a high cost to employers – lost production time, decreased employee morale and high turnover. In this session you will discover the latest techniques for hiring the best employees for the job in the most efficient and cost-effective manner:

- ✦ Talent attraction & employer brand identity
- ✦ Sources of talent & tapping into the top performers who are not really looking for another job
- ✦ Using online tools to source talent (LinkedIn, Twitter, Face book)
- ✦ Proactively sourcing talent – not waiting until there is a vacancy
- ✦ How are competencies a powerful enabler to business performance?
- ✦ Using competency-based interviewing techniques to avoid costly hiring mistakes

- ✿ Measuring WHAT people do and HOW they deliver their service with equal importance
- ✿ Assessing achievement and capability
- ✿ Why retention is more important than ever and needs to be integrated into everything you do

### **Developing Techniques to Effectively Manage Employee Performance**

An effective performance management system will ensure that your workforce is highly productive. And HR's primary role in performance management is to provide managers with the tools, systems, training and skills that they need to manage individual, team and personal performance. This session will provide you with the knowledge you need to design a successful performance management system that will help your managers increase employee retention and productivity.

- ✿ Using job descriptions to structure expectations & provide the building blocks for performance management:
- ✿ Designing and implementing a performance management system that suits your corporate culture and helps achieve your business objectives
- ✿ How to design programs that are both consistent and flexible
- ✿ Performance appraisals: How does your practice reflect and support the business strategy?

### **Designing and Implementing a Successful Employee Training and Development Program**

Training and development is one of HR's most powerful retention tools. Because of competitive employment market, more and more companies are focusing on training in an effort to hold on to employees and develop their growth potential. This session will give you the know-how to design and implement orientation and training & development strategies that will get your employees off to the right start and develop skills that will enable you to identify succession needs from within your organisation.

- ✿ Getting new employees off to a great start with a thorough orientation program
- ✿ Mentoring, counselling, and coaching: The advantages of one-on-one training initiatives
- ✿ Designing and implementing effective development programs
- ✿ Using a variety of tools for identifying training needs and assess what skills and technical training are required
- ✿ Understanding the key elements of the training cycle from identifying needs to evaluating and transferring learning