

Workforce Planning and Budgeting

Course code: HRT-002



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Workforce planning is one of the most important HR processes and is necessarily linked to every other function in HR management. Yet, in spite of its importance, it is often implemented haphazardly due to organizational and market complexities. In addition to surveying the drivers for workforce planning and its key performance indicators, this course presents and elaborates on an operational model for forecasting demand and supply of employees and demonstrates how resulting gaps can be bridged with a variety of controllable staffing initiatives. Moreover, participants will have the opportunity to learn and apply the forecasting techniques that are normally used in workforce planning.

Why Attend

The course uses a mix of interactive techniques such as lecturettes, group activities, case studies, scenario analysis and team presentations

Who Should Attend

Recruitment and workforce planning managers and specialists, HR professionals and strategy analysts with at least three years experience in workforce planning, general HR management and business partners. This course is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

— Learning Objectives

- Define workforce planning within the context of human resources management
- Explain how HR planning is related to the overall strategic plan of the organization
- Identify the economic concepts of demand and supply and how they apply to the labor market
- Apply forecasting tools to the demand and supply of different types of human resources, both in terms of quantity and quality
- Recognize the relationship of HR planning to the staffing process
- Describe why an understanding of the external labor market is important in workforce planning
- Formulate staffing strategies to fill labor gaps whether shortages or surpluses
- Apply budgeting techniques for workforce planning

Course Outline

DAY
1

Overview of organizational development

- The glue that makes an organization
- Organizational objectives
- Key terms in organization
- Departmentalization
- Mechanistic versus organic organization
- Strategy and organizational structure
- Choosing the right organization
- The economics of the organization

DAY
2

Fundamentals of workforce planning

- Workforce planning to get, keep and grow
- Defining workforce planning
- Strategic planning and workforce planning
- It is all a question of demand and supply
- Workforce planning and forecasting employee needs
- Aims and phases of workforce planning
- Drivers of workforce planning
- Benefits of workforce planning
- Keys to successful workforce planning
- Workforce planning Key Performance Indicators (KPIs)

DAY
3

An operational model for workforce planning

- Workforce planning analysis
- The strategic staffing process
- Causes of supply and demand gaps
- Static versus dynamic workforce planning

DAY
4

Demand analysis and forecasting staffing needs

- Trend analysis
- Ratio analysis
- Scatter plot
- Zero manning methodology

- The supply analysis phase
- The gap analysis phase

DAY

5

Workforce formulation: application of the basic model

- Defining required staffing gaps or surpluses
- Defining required staffing actions
- Producing the staffing plan
- Beyond staffing plans
- Using workforce planning to support management successions and development planning
- Proactive talent management
- Measuring staffing effectiveness and efficiency
- Day 6: Budgeting: process and approach
- Importance of budgeting
- Types of budgets
- Master budget components
- Approaches to budgeting
- Characteristics of effective operating budgeting
- Tools of budget estimation
- HR budgeting
- Cost control
- Control systems
- The control process
- Variance analysis

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Frankfurt - Germany	€1,625
9 - 13 November 2026	Rome - Italy	€2,125
14 - 18 December 2026	Kuala Lumpur - Malaysia	€1,400
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	Paris - France	€2,250
15 - 19 March 2027	Frankfurt - Germany	€1,625
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Frankfurt - Germany	€1,625

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.