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COURSE BROCHURE

Advanced Strategic Workforce Planning Training Course

6 – 17 December 2026
Kuala Lumpur

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Registered in the United Kingdom and Saudi Arabia

Advanced Strategic Workforce Planning Training Course

Ref: 335_11493 **Date:** 6 – 17 December 2026 **Location:** Kuala Lumpur **Fees:** 8000 GBP

Strategic Workforce Planning is a 2-week training course for workforce planners, HR planning managers and finance-HR analysts who size and shape the future workforce, and each participant builds a multi-year workforce plan tied to explicit business scenarios. Volatile demand, ageing skill pools and tight payroll envelopes now make guesswork about headcount expensive. Jupiter Prime Training delivers this course on Strategic Workforce Planning.

Why Strategic Workforce Planning Matters Now

Planners today answer to three audiences at once: finance teams that need defensible headcount and payroll forecasts for the budget cycle, operational leaders who must staff projects, shifts and new sites on time, and boards asking how the organisation will secure scarce skills. Organisations that plan well hire ahead of need, redeploy rather than lay off, and avoid costly contractor dependence; those that plan badly face sudden shortages, surplus roles and missed growth targets. The course combines demand and supply modelling, role segmentation, scenario planning and the workforce composition, turnover and cost measures set out in ISO 30414, the international guidelines for human capital reporting.

Who Gains Most from Strategic Workforce Planning

- Planners responsible for headcount forecasts and the annual workforce budget
- HR managers who translate business plans into hiring, mobility and exit volumes
- Finance partners who model payroll cost and productivity scenarios
- Analysts who maintain workforce data, attrition models and skills inventories
- Talent leads who decide where to build, hire, borrow or redeploy capability

A joint HR and finance planning cell gains most when its members attend together and agree one model, one set of assumptions and one planning calendar.

Strategic Workforce Planning Capabilities

Participants leave able to turn business scenarios into numbers, roles and costed workforce actions that finance and operations accept.

- Calculate workforce demand from volume drivers and productivity ratios — operations directors
- Build supply projections using attrition, retirement and internal movement rates — HR leadership
- Weigh build, buy, borrow and redeploy options for each skill gap — talent and procurement
- Design growth, base and contraction scenarios with trigger points — executive committee
- Test headcount plans against payroll cost envelopes — finance director
- Communicate a multi-year plan with gaps, actions and owners — business unit heads

Key Strategic Workforce Planning Terms

- Workforce demand — the number and mix of roles an organisation needs to deliver its business plan over a given horizon.
- Workforce supply — the people expected to be available after attrition, retirement, promotion and internal movement are applied.
- Role segmentation — grouping roles by strategic impact and market scarcity to decide where planning effort goes.
- Productivity ratio — a measure linking output volume to the staff needed, such as cases per adviser or units per shift.
- Scenario plan — alternative workforce futures based on different business assumptions, each with its own actions and triggers.
- Build-buy-borrow — the choice to develop internal talent, recruit externally or use contractors to close a capability gap.

Strategic Workforce Planning Day by Day

Day 1: Planning Context and Horizons

- Workforce Planning Maturity Model — Operational Versus Strategic Horizons
- Business Plan Decoding — Growth, Efficiency and New Market Signals
- Planning Calendar Alignment — Links to Budget and Strategy Cycles
- External Labour Market Scan — Skill Scarcity and Wage Pressure
- Planning Charter — Scope, Owners and Decision Rights

Day 2: Workforce Data Foundations

- Workforce Data Inventory — Positions, People and Contract Types
- Data Definitions Aligned With ISO 30414 — Consistent Headcount and FTE
- Attrition Rate Calculation — Voluntary, Involuntary and Retirement Exits
- Internal Mobility Mapping — Promotion and Transfer Flows
- Data Quality Checks — Gaps That Distort Forecasts

Day 3: Role Segmentation

- Strategic Role Matrix — Impact Against Market Scarcity
- Pivotal Role Identification — Where Shortfalls Hurt Most
- Job Family Grouping for Planning — Manageable Planning Units
- Skills Taxonomy Basics — Common Language for Capabilities
- Segment Planning Rules — Effort Matched to Role Importance

Day 4: Demand Forecasting

- Volume Driver Modelling — Linking Business Activity to Staff Need
- Productivity Ratio Benchmarks — Staffing Standards per Unit of Output
- Zero-Based Role Review — Questioning Inherited Headcount
- Project and Seasonal Demand Profiles — Peaks Across the Year
- Demand Forecast Workbook — Role Numbers by Year

Day 5: Supply Forecasting

- Stock-and-Flow Supply Model — Projecting Headcount Over Time
- Retirement Profile Analysis — Knowledge Loss Risk by Segment
- Succession Coverage Ratios — Ready Successors for Pivotal Roles
- Internal Talent Pipeline Estimate — Graduates, Trainees and Upskilled Staff
- Supply Forecast Validation — Testing Assumptions With Line Leaders

Day 6: Gap Analysis and Skills

- Demand-Supply Gap Calculation — Shortfalls and Surpluses by Role
- Skills Gap Assessment — Capability Shortfalls Within Current Staff
- Gap Severity Ranking — Risk to Operations and Strategy
- Redeployment Opportunity Map — Moving Surplus Staff to Shortage Areas
- Gap Register — Agreed Shortfalls Needing Action

Day 7: Closing Gaps

- Build Options — Academies, Apprenticeships and Reskilling Routes
- Buy Options — Recruitment Lead Times and Sourcing Markets
- Borrow Options — Contractors, Secondments and Outsourced Services
- Automation and Job Redesign Effects — Changing Role Mix
- Option Appraisal Matrix — Cost, Speed and Risk Comparison

Day 8: Scenario Planning

- Scenario Building Method — Critical Uncertainties and Plausible Futures
- Growth, Base and Contraction Cases — Workforce Numbers per Scenario
- Trigger Point Design — Signals That Switch Scenarios
- Sensitivity Testing — Assumptions That Move the Plan Most
- Sector Case Comparison — Logistics and Utilities Planning Practice

Day 9: Cost and Budget Integration

- Payroll Cost Projection — Salary Progression and Headcount Changes
- Fully Loaded Cost per Role — Benefits, Training and Overheads
- Workforce Cost Envelope Testing — Plan Against Financial Targets
- Finance and HR Reconciliation — One Version of Headcount
- Executive Workforce Dashboard — Gaps, Costs and Actions

Day 10: Practising the Multi-Year Workforce Plan

- Demand Forecast Applied — Role Numbers for the Planning Horizon
- Supply Model Applied — Projected Workforce by Segment
- Scenario Cases Applied — Actions Under Each Future
- Peer Challenge Panel — Stress Test of Assumptions and Costs
- Multi-Year Workforce Plan — Final Version for Executive Approval

Applying Strategic Workforce Planning After the Course

- Build a stock-and-flow supply model for one pivotal job family and compare it with the demand forecast to produce the first gap register.
- Run a scenario session with finance and operations to agree growth, base and contraction cases and the trigger points that would activate each.

Strategic Workforce Planning Questions FAQ

What is Strategic Workforce Planning and why does it matter now?

Strategic Workforce Planning is the discipline of forecasting the roles and skills an organisation will need and deciding how to secure them. It matters now because volatile demand and scarce skills make unplanned hiring slow and costly.

Which roles gain most from Strategic Workforce Planning training?

Workforce planners, HR planning managers and finance-HR analysts gain most. You benefit if you prepare headcount forecasts, model payroll costs, track attrition or advise leaders on where skills will run short.

How does Strategic Workforce Planning differ from a strategic HR management course?

It goes deep on modelling numbers, roles and costs rather than covering the whole HR agenda. A strategic HR course addresses operating models and governance; this one builds demand, supply, gap and scenario models into a costed plan.

What do you bring back from Strategic Workforce Planning training?

You bring back a multi-year workforce plan with demand and supply forecasts, a gap register, scenario cases and costed actions. You also return with a stock-and-flow model and scenario method ready for the next budget cycle.

Strategic Workforce Planning: The Way Forward

The multi-year workforce plan is the work product participants take back. Its first use is to agree next year's hiring, redeployment and contractor volumes, a decision made with finance and business unit heads. After two quarters, the plan is worth revisiting against actual attrition and demand to recalibrate the scenario triggers and supply assumptions.