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COURSE BROCHURE

Advanced Workforce Cost Modelling and People Budget Planning Training

13 – 24 December 2026
Amman

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Registered in the United Kingdom and Saudi Arabia

Advanced Workforce Cost Modelling and People Budget Planning Training

Ref: 903_34061 **Date:** 13 – 24 December 2026 **Location:** Amman **Fees:** 5500 GBP

Workforce Cost Modelling and People Budget Planning is a 2-week training course for senior HR and reward professionals who own headcount budgets, built around one work product: a driver-based workforce cost model with a costed people budget. Payroll is the largest controllable cost in most organisations, and finance committees now expect every hiring, pay and structure proposal to arrive priced. Jupiter Prime Training runs this Workforce Cost Modelling and People Budget Planning course for planners ready to own those numbers.

Why Workforce Cost Modelling and People Budget Planning Matters Now

Three pressures meet in the people budget. Chief financial officers set tighter cost envelopes and ask for rolling forecasts rather than annual guesses; operating heads need headcount approved quickly when demand shifts; and boards want labour cost reported alongside productivity. An organisation that models workforce cost well can fund growth roles, absorb pay movements and defend its numbers in budget rounds. One that cannot sees overruns, hiring freezes and lost credibility. The course draws on driver-based budgeting, zero-based budgeting ZBB, scenario modelling and ISO 30414, the international guideline for human capital reporting.

Who Gains Most from Workforce Cost Modelling and People Budget Planning

- Leads accountable for the annual headcount budget and its monthly variance reporting
- Reward specialists who price salary reviews, allowances and benefit changes
- Workforce planners who translate demand forecasts into positions and fill dates
- HR business partners who bring hiring and restructuring requests to finance
- Finance partners who co-own labour cost lines with the people function

The strongest results come when a people planning lead and a finance partner from the same organisation attend together and build one shared costing model.

Workforce Cost Modelling and People Budget Planning Capabilities

Participants leave able to turn positions, pay rules and fill dates into a labour cost forecast that finance can audit line by line.

- Build a position-level cost model from salary bands, on-costs and vacancy timing — budget owners
- Calculate fully loaded cost per role, including allowances, benefits and end-of-service accruals — reward committees
- Design rolling forecasts that update headcount cost monthly — finance directors
- Test restructuring, merit increase and hiring scenarios against a cost envelope — executive committees
- Specify variance reports that separate rate, volume and timing effects — operating heads

- Communicate a people budget proposal with clear assumptions and trade-offs — boards

Key Workforce Cost Modelling and People Budget Planning Terms

- Fully loaded cost — Base pay plus allowances, benefits, statutory on-costs and accruals that an employer carries for one role.
- Position control — Tracking every approved post, filled or vacant, so that budget and headcount always reconcile.
- Vacancy factor — The share of budgeted salary not spent because posts sit unfilled for part of the year.
- Driver-based budgeting — Setting cost from operational drivers such as volumes or service ratios instead of last year's figure plus a percentage.
- Rate and volume variance — Splitting a cost difference into the effect of pay rates and the effect of headcount numbers.
- Run rate — The annualised labour cost implied by current headcount and pay, before planned changes.

Workforce Cost Modelling and People Budget Planning Day by Day

Day 1: Labour Cost in the Financial Picture

- Income Statement Labour Lines — Where People Cost Sits In Results
- Cost Envelope Setting — How Finance Frames The People Budget
- Labour Cost Ratios — Benchmarking Payroll Against Revenue And Output
- Budget Calendar Mapping — Aligning People Inputs With Finance Deadlines
- Stakeholder Map Of Cost Owners — Who Approves Which Headcount Spend

Day 2: Position Data Foundations

- Position Control Registers — Reconciling Approved Posts With Payroll Records
- Org Structure Data Cleansing — Removing Ghost Posts Before Costing
- Grade And Band Tables — Linking Positions To Pay Ranges
- Cost Centre Hierarchies — Assigning Labour Cost To Accountable Units
- Data Validation Checks — Trusting The Baseline Before Forecasting

Day 3: Building the Fully Loaded Cost

- On-Cost Schedules — Pricing Social Insurance, Housing And Transport
- End-Of-Service Accrual Methods — Funding Long-Term Employee Liabilities
- Benefit Cost Tables — Medical, Leave And Allowance Assumptions
- Overtime And Shift Premium Rules — Forecasting Variable Pay Elements
- Cost-Per-Role Calculators — Comparing Grades, Locations And Contract Types

Day 4: Driver-Based Headcount Forecasting

- Demand Driver Selection — Linking Volumes And Service Ratios To Posts
- Productivity Ratios — Setting Output Per Full-Time Equivalent
- Attrition And Fill-Date Curves — Timing When Vacancies Hit Cost
- Vacancy Factor Estimation — Avoiding Over-Budgeting For Unfilled Posts
- Run-Rate Projection — Annualising Current Payroll Before Changes

Day 5: Pay Movements and Reward Costing

- Merit Matrix Costing — Pricing Increases By Rating And Range Position
- Promotion And Progression Budgets — Funding Internal Moves Fairly
- Incentive Pool Sizing — Linking Bonus Accruals To Performance Scenarios
- Market Adjustment Pricing — Closing Gaps For Scarce Skills
- Compa-Ratio Analytics — Spotting Pay Drift Before It Compounds

Day 6: Budgeting Methods Compared

- Incremental Budgeting Limits — When Last Year Plus A Percentage Fails
- Zero-Based Budgeting ZBB — Justifying Every Post From First Principles
- Activity-Based Costing Of Services — Pricing HR Processes Per Transaction
- Rolling Forecast Design — Replacing Static Annual People Budgets
- Contingency And Reserve Lines — Holding Headroom For Unplanned Hires

Day 7: Scenario and Sensitivity Modelling

- Scenario Templates — Growth, Hold And Contraction Cases For Headcount
- Sensitivity Tables — Testing Pay Rate And Attrition Assumptions
- Restructuring Cost Models — Severance, Redeployment And Payback Timing
- Outsourcing Versus In-House Costing — Comparing Total Cost Of Delivery
- Break-Even Analysis For New Roles — When A Hire Pays Back

Day 8: Monitoring and Variance Control

- Monthly Labour Cost Dashboards — Showing Budget, Actual And Forecast
- Rate, Volume And Timing Variance — Explaining Every Overrun Clearly
- Headcount Approval Workflows — Linking Requisitions To Funded Posts
- Reforecast Triggers — Deciding When Assumptions Need Resetting
- Human Capital Reporting With ISO 30414 — Disclosing Workforce Cost Metrics

Day 9: Presenting the People Budget

- Assumption Registers — Making Every Model Input Traceable
- Budget Narrative Writing — Linking Cost To Operating Priorities
- Trade-Off Framing — Showing What Each Funding Level Buys
- Challenge Session Preparation — Answering Finance Committee Questions
- Model Audit Checklists — Testing Formulas, Links And Version Control

Day 10: Practising the Workforce Cost Model

- Baseline Rebuild From Position Data — Applying Day Two Controls
- Fully Loaded Costing Of A Case Unit — Applying Day Three Schedules
- Scenario Run Under A Cost Envelope — Applying Day Seven Templates
- Peer Challenge Of Assumptions — Stress Testing Each Model
- Driver-Based Workforce Cost Model And People Budget — Completing The Work Product

Applying Workforce Cost Modelling and People Budget Planning After the Course

- Reconcile the position control register with payroll for one division and publish its fully loaded run rate.
- Run a growth and a contraction scenario through the driver-based model before the next budget round.

Workforce Cost Modelling and People Budget Planning Questions FAQ

What is workforce cost modelling and people budget planning, and why does it matter now?

It is the practice of pricing every post, pay rule and hiring decision so the people budget can be forecast and defended. It matters now because finance teams want rolling, auditable labour cost forecasts instead of annual estimates.

Which roles gain most from workforce cost modelling and people budget planning?

Headcount budget owners, reward specialists, workforce planners, HR business partners and their finance counterparts gain most. You benefit most if you prepare or defend labour cost figures in budget rounds.

How does workforce cost modelling and people budget planning differ from a general HR leadership course?

It goes deep on numbers rather than broad leadership. A general course covers strategy, influence and culture; this one builds position-level costing, forecasting, scenario and variance skills you can apply directly to a spreadsheet model.

What do you bring back from workforce cost modelling and people budget planning?

You bring back a working cost model built on your own case data, a set of scenario templates and a variance report format. These help you answer finance questions quickly and with traceable assumptions.

Workforce Cost Modelling and People Budget Planning: The Way Forward

The driver-based workforce cost model and people budget first informs the next budget submission: how many posts to fund, at what cost and when. Planners, reward leads and finance partners use it together through the year. After its first cycle, revisit the driver ratios and vacancy factor against actual results, since those two assumptions move cost more than any other.