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COURSE BROCHURE

Manpower Planning and Establishment Control Training Course

17 – 28 January 2027
Kuala Lumpur

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Registered in the United Kingdom and Saudi Arabia

Manpower Planning and Establishment Control Training Course

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Manpower Planning and Establishment Control is a 2-week training course for senior workforce planners and HR strategists in operations-heavy organisations, built around an Establishment and Shift Staffing Plan. Plants, hospitals, airports and utilities now carry headcount as one of their largest controllable costs, while service levels depend on the right crew being on site every hour. Jupiter Prime Training delivers this course on Manpower Planning and Establishment Control.

Why Manpower Planning and Establishment Control Matters Now

Three pressures meet on the shop floor and the ward: continuous operations that run around the clock, finance teams demanding tighter headcount budgets, and safety rules that set minimum crewing for critical posts. An organisation that sizes its establishment with defensible ratios keeps posts filled, overtime contained and audits clean. One that lets vacancies, contractors and informal posts drift loses sight of real cost and exposes operations to fatigue and coverage gaps. The course draws on ISO 30414 human capital reporting guidelines for the headcount, turnover and workforce cost metrics that leaders report upward.

Who Gains Most from Manpower Planning and Establishment Control

- Specialists who own the approved establishment, position numbers and vacancy register
- Planners who set staffing norms for production lines, maintenance crews or clinical units
- HR strategists who translate operating budgets into authorised headcount
- Rostering leads who design shift patterns and relief cover
- Finance partners who reconcile payroll cost against sanctioned posts

The greatest gain comes when an HR planning unit attends alongside operations and finance colleagues who sign off the same establishment.

Manpower Planning and Establishment Control Capabilities

Participants leave able to size, authorise and defend every post on a site, from crew norms to relief factors.

- Calculate manpower ratios from workload drivers and output standards — operations directors
- Design an establishment control process for creating, freezing and abolishing posts — budget committees
- Build shift staffing models with relief factors and minimum crewing — site managers
- Assess overtime, absence and contractor use against approved headcount — finance controllers
- Test staffing scenarios for volume changes and new facilities — executive sponsors

- Communicate headcount requests with evidence-based justification — approval boards

Key Manpower Planning and Establishment Control Terms

- Establishment — the approved list of posts, grades and cost an organisation is authorised to fill.
- Manpower Ratio — a staffing norm linking headcount to a workload driver, such as operators per production line.
- Relief Factor — the multiplier that adds cover for leave, training and absence to a continuously staffed post.
- Minimum Crewing — the lowest number of qualified staff a post or shift may run with safely.
- Position Control — tracking each sanctioned post by number, status and incumbent to prevent unbudgeted hiring.
- Work Measurement — techniques that time tasks to set standard hours used in staffing norms.

Manpower Planning and Establishment Control Day by Day

Day 1: Operating Context and Headcount Cost

- Headcount Cost Structure — Where Labour Spend Sits in Operating Budgets
- Continuous Operations Profiles — Plants, Hospitals, Airports and Utilities Compared
- Establishment Lifecycle — Creation, Grading, Freezing and Abolition of Posts
- ISO 30414 Headcount Metrics — What Leaders Report Upward
- Stakeholder Map for Posts — Operations, Finance and HR Approval Roles

Day 2: Workload Drivers and Work Measurement

- Workload Driver Selection — Volumes, Beds, Flights or Assets Served
- Time Study and Activity Sampling — Setting Standard Hours per Task
- Allowances for Fatigue and Delay — Realistic Standard Time Adjustments
- Process Mapping of Crew Tasks — Separating Core from Ancillary Work
- Data Sources Audit — Timesheets, Maintenance Logs and Activity Systems

Day 3: Manpower Ratios and Staffing Norms

- Ratio Construction — Operators per Line and Nurses per Bed
- Span of Control Norms — Supervisor Layers for Frontline Crews
- Internal and External Benchmarking — Comparing Norms Fairly Across Sites
- Skill Mix Ratios — Balancing Technicians, Assistants and Specialists
- Norm Documentation — Staffing Standards Manual for Approval

Day 4: Shift Patterns and Relief Cover

- Shift System Options — Two, Three and Four Crew Rotations
- Relief Factor Calculation — Leave, Training and Absence Cover
- Minimum Crewing Rules — Safety-Critical Posts and Licensed Roles
- Fatigue Risk Considerations — Shift Length and Consecutive Night Limits
- Roster Coverage Heatmaps — Spotting Hourly Gaps and Overlaps

Day 5: Establishment Control Mechanisms

- Position Numbering and Register — Single Source for Every Post
- Post Creation Requests — Business Case and Approval Thresholds
- Vacancy Freeze and Release Rules — Managing Budget Pressure
- Payroll to Establishment Reconciliation — Detecting Unsanctioned Headcount
- Contractor and Temporary Labour Controls — Visibility Outside the Establishment

Day 6: Overtime, Absence and Utilisation

- Overtime Trend Analysis — Structural Shortage or Short-Term Peak
- Absence Pattern Review — Impact on Relief Assumptions
- Utilisation Rates — Productive Hours Against Paid Hours
- Annualised Hours Arrangements — Matching Labour to Seasonal Demand
- Labour Cost Variance Reports — Explaining Gaps to Finance

Day 7: Volume Scenarios and New Facilities

- Volume Sensitivity Models — Headcount Response to Demand Swings
- Commissioning Staffing Ramps — Manning New Lines and Wards
- Automation Impact Estimates — Revised Norms After Equipment Change
- Outsourcing Versus In-House Crews — Cost and Control Trade-Offs
- Downsizing and Redeployment Pools — Protecting Critical Skills

Day 8: Headcount Budgets and Approvals

- Zero-Based Headcount Review — Justifying Every Post From Scratch
- Fully Loaded Post Costing — Allowances, Shift Premiums and Benefits
- Headcount Budget Calendar — Aligning Requests to Financial Cycles
- Approval Board Packs — Evidence a Committee Needs to Decide
- Establishment Dashboards — Approved, Filled, Vacant and Frozen Posts

Day 9: Sector Cases and Policy Design

- Manufacturing Plant Case — Line Crewing and Maintenance Norms
- Hospital Unit Case — Acuity-Based Nurse Staffing Ratios
- Establishment Policy Drafting — Roles, Thresholds and Exceptions
- Audit Trail Design — Records Inspectors and Auditors Expect
- Change Communication to Supervisors — Explaining New Norms on Site

Day 10: Practising the Establishment and Shift Staffing Plan

- Applying Ratios to a Live Site — Drafting the Staffing Baseline
- Applying Relief Factors to Rosters — Final Shift Coverage Model
- Applying Control Rules — Position Register and Approval Route
- Peer Challenge Panel — Defending Headcount Before Mock Finance Board
- Completing the Establishment and Shift Staffing Plan — Sign-Off Ready Version

Applying Manpower Planning and Establishment Control After the Course

- Reconcile payroll against the position register for one site and report unsanctioned or long-vacant posts.
- Recalculate the relief factor for one continuously staffed unit and adjust its roster coverage.

Manpower Planning and Establishment Control Questions FAQ

What is Manpower Planning and Establishment Control and why does it matter now?

It is the discipline of sizing posts with workload-based ratios and controlling which posts may exist and be filled. It matters now because labour is a major operating cost and continuous operations cannot run safely without correct crewing on every shift.

Which roles gain most from Manpower Planning and Establishment Control?

Establishment specialists, staffing norm planners, HR strategists, rostering leads and finance partners gain most. You benefit especially if you approve posts or design shift patterns in manufacturing, healthcare, aviation, utilities or similar operations-heavy settings.

How does Manpower Planning and Establishment Control differ from strategic workforce planning?

It works at post and shift level rather than long-range talent strategy. Strategic workforce planning courses focus on multi-year skills scenarios, while this course concentrates on staffing norms, relief factors, position control and headcount approvals for operating sites.

What do you bring back from Manpower Planning and Establishment Control?

You bring back a staffing baseline built on ratios, a shift coverage model with relief factors and a position control route. Together they let you defend each post before finance and operations leaders with clear evidence.

Manpower Planning and Establishment Control: The Way Forward

The Establishment and Shift Staffing Plan first informs the next headcount budget request for an operating site. Operations directors, finance controllers and HR planners use it to approve, freeze or create posts on shared evidence. After its first budget cycle, revisit the relief factor and ratio assumptions against actual absence, overtime and volume to keep the establishment honest.