MERCURY

Manpower Planning, Process Re-engineering and Performance Evaluation

29 March – 2 April 2027
Dar es Salaam (Tanzania)



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Ref: 15400_1063565 **Date:** 29 March – 2 April 2027 **Location:** Dar es Salaam (Tanzania) **Fees:** 5300 Euro

Introduction:

Manpower planning is the strategic approach to forecasting and effectively managing an organization's workforce. This process involves a preliminary study to delineate the organization's goals, analyze the current workforce situation, and anticipate the need to augment or scale down staff based on future objectives.

By considering the structure and competencies of the existing staff, we can identify job roles and potential promotional pathways and make strategic staffing decisions. With this in mind, the Smart Business Center has meticulously crafted a comprehensive program that addresses workforce planning, process re-engineering, and evaluating performance effectiveness.

The Importance of Manpower Planning:

The advantages of manpower planning cannot be overstated. It prepares organizations for current and future challenges by aligning the workforce with the company's goals. Strategic manpower planning ensures that human resource management is proactive, data-driven, and strategically aligned with broader business objectives. Optimizing staff levels and skill sets to meet the organization's demands efficiently and effectively is critical.

Target Groups:

- Officials responsible for training, human resources, and administrative development across various institutions.
- Coaches, training officers, and coordinators.
- Managers and department heads.
- Staff within the human resources management domain.
- Those involved or interested in training and employment affairs.
- Individuals seeking to enhance their manpower planning and organizational skills.

Training Objectives:

By the end of this strategic manpower planning, process re-engineering, and performance evaluation training, participants will be able to:

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- Develop skills for crafting effective training policies.
- Prepare detailed training plans.
- Master evaluation techniques for training initiatives.
- Design education programs and centers that foster excellence within Human Resources departments.
- Learn new methodologies for preparing the organizational structure as a crucial step toward organizational development.

Target Competencies:

At the end of this strategic manpower planning, process re-engineering, and performance evaluation course, participants competencies will be able to improve:

- Formulating training policies within an organization.
- Understanding the various types of policies.
- Decision-making.
- Coverage of training plan sections.
- Forms required to prepare a training plan.
- Anticipating human resources needs.
- Creative development methods for employee training.
- Innovative techniques to stimulate creativity within the training process.

Course Content:

Unit 1: Drawing up Policies for Training Work in the Facility:

- Different policy types and standards for training policies.
- Relationship between budgeting, planning, and policies.

Unit 2: Making Decisions:

- Understanding training strategies.
- Key factors in planning training sessions.
- Transforming needs into functional action plans.

Unit 3: Training Plan:

- Necessary documentation for training plan preparation.
- Analyzing training needs with the help of study and assessment tools.
- Optimal utilization of available capabilities.

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Unit 4: Training Marketing:

- Engaging with organizations that require training services.
- Developing presentations, preparing trainers, and utilizing training materials.
- Monitoring and evaluating the efficiency of training plans.
- Assessing the return on training activities.

Unit 5: Forecasting Human Resource Needs:

- Tackling labor supply and demand in situations of surplus or shortage.
- Identifying various job requirements and types.
- Implementing methods to analyze employment yield.
- Exploring advanced techniques to calculate employee turnover rates.

Unit 6: Methods of Developing Creative Abilities Through Training

- Modern methods to bolster creativity during training processes.
- Understanding positive psychological and behavioral aspects to develop employees' creative capabilities.
- Objectives and significance of human resource planning.
- Data structure for HR planning.
- Advanced methods for labor supply forecasting.
- Program evaluation and summarization.

Conclusion:

Through this strategic manpower planning, process re-engineering, and performance evaluation course, participants will understand the manpower planning process steps, define manpower planning, and the benefits of integrating strategic perspectives into their human resource manpower planning initiatives.

Participants will explore the manpower planning tools that can make these processes more effective. By the conclusion of this course, Human Resources professionals will be equipped with the knowledge required to undertake effective manpower planning and conduct thorough manpower evaluation.