

COURSE BROCHURE

HR Analytics and Workforce Planning

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Course Overview

HR Analytics and Workforce Planning is a comprehensive, knowledge-based training program designed to help organizations use workforce data to support better people decisions, long-term planning, and organizational sustainability. The course introduces participants to the principles of human resources analytics, workforce metrics, and structured planning approaches that enable organizations to move from intuition-based decisions to evidence-based workforce strategies.

This course is highly relevant for new managers, supervisors, and team leaders who are increasingly expected to justify staffing decisions, anticipate future workforce needs, and contribute to planning discussions using data. As part of leadership training for new managers, the program builds a clear understanding of how workforce insights support operational efficiency, risk management, and performance improvement. The workplace value lies in improving workforce visibility, supporting informed decision-making, and aligning people resources with organizational objectives.

Key Outcomes

- By the end of this program, participants will be able to explain the purpose and value of HR analytics in modern organizations.
- By the end of this program, participants will be able to distinguish between descriptive, diagnostic, and predictive workforce data.
- By the end of this program, participants will be able to understand key workforce metrics used in planning and decision-making.
- By the end of this program, participants will be able to identify workforce risks related to capacity, skills, and turnover.
- By the end of this program, participants will be able to contribute to workforce planning discussions as first-time managers.
- By the end of this program, participants will be able to align workforce data with business and service objectives.

- By the end of this program, participants will be able to understand ethical considerations in workforce data usage.

Who Should Attend

- First-time managers and newly appointed supervisors
- Team leaders and section heads
- High-potential employees preparing for leadership roles
- Human resources professionals and analysts
- Workforce planning and organizational development staff
- Strategy, planning, and performance management departments
- Managers involved in staffing, budgeting, or capacity planning

Prerequisites: No prerequisites. Basic people management responsibility or exposure to workforce data is recommended.

Course Outline by Modules

Day 1: Introduction to HR Analytics and Workforce Insights

- Definition and scope of HR analytics
- Evolution from traditional reporting to analytics-driven decisions
- Role of workforce data in organizational performance
- Responsibilities of managers in using workforce information
- Common challenges in workforce data interpretation

Day 2: Workforce Metrics and Data Foundations

- Key workforce metrics and indicators
- Headcount, capacity, and productivity measures
- Turnover, retention, and absence analysis
- Data quality, consistency, and reliability
- Managerial use of workforce metrics

Day 3: Workforce Planning Concepts and Approaches

- Purpose and benefits of workforce planning
- Linking workforce planning to organizational strategy

- Workforce forecasting concepts and assumptions
- Identifying workforce gaps and surpluses
- Skills risk and succession considerations
- Using data to support staffing and development decisions
- Limitations of forecasts and responsible interpretation

Day 5: Governance, Ethics, and Sustainable Workforce Planning

- Governance structures for workforce analytics
- Ethical use of employee data
- Data-driven decision-making and accountability
- Integrating analytics into ongoing planning cycles
- Building a sustainable, analytics-informed workforce culture

Methodology

The course is delivered using a primarily theoretical approach, focusing on structured concepts, workforce planning frameworks, and established analytics principles. Content is presented through clear explanations, visual models, and simplified organizational examples that support understanding without relying on complex analytical tools or intensive workshops.

Interaction is maintained through individual reflection and light group discussions, enabling participants to relate concepts to their managerial responsibilities. Training materials include summary sheets, a participant workbook, and simple templates or reference tools that can be reviewed or completed on a computer. Minimal pre-work or optional follow-up support may be provided upon request only.

Assessment & ROI

Participant understanding is assessed during the course through short quizzes, guided question-and-answer discussions, and recap checks at key stages of the program. These in-session assessments ensure comprehension of core analytics and planning concepts.

Organizations may measure the impact of the program internally through workforce indicators, manager evaluations, staffing effectiveness reviews, or planning accuracy assessments. Internal measurement is managed by the client organization and is outside the scope of our delivery. Optional follow-up discussions or

contact us to confirm the most suitable available instructor for this course based on schedule and location.

Conclusion

HR Analytics and Workforce Planning is a strategic learning solution that helps organizations strengthen decision-making through better use of workforce data. As part of a broader new manager leadership course pathway, it complements first-time manager training, management skills training, and leadership development for team leaders by building analytical awareness and planning capability. The course equips managers with the knowledge needed to engage confidently in workforce discussions and support sustainable staffing strategies. Organizations are invited to contact us to tailor the delivery format, whether onsite, online, or blended, and to select suitable duration options. Participants receive a certificate of completion upon successful attendance, reinforcing the professional value of this leadership fundamentals course.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

Website

www.skillslab-training.com

Email

info@skillslab-training.com

WhatsApp

+966 559 653 447

Generated by Skillslab Training

info@skillslab-training.com | WhatsApp: +966 559 653 447

www.skillslab-training.com