

COURSE BROCHURE

Workforce Planning & Future Skills Strategy

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Workforce Planning & Future Skills Strategy is a premium executive training program designed to equip HR leaders, workforce planning professionals, public sector managers, department heads, transformation teams, and executive decision-makers with the strategic tools required to anticipate future workforce needs, identify critical capability gaps, and build a future-ready talent strategy.

In a rapidly changing world of work, organizations must plan beyond current staffing levels and traditional job structures. Digital transformation, automation, demographic shifts, evolving service expectations, economic uncertainty, and new operating models are reshaping the skills required for sustainable institutional performance. Government entities, ministries, public sector organizations, and large corporations need a structured workforce planning approach that connects people, skills, roles, technology, and organizational strategy.

This course provides a practical and executive-focused approach to strategic workforce planning, future skills mapping, workforce analytics, capability gap assessment, succession readiness, talent supply and demand forecasting, reskilling strategy, organizational capability building, and workforce risk management. Participants will learn how to translate strategic priorities into workforce requirements and develop actionable plans that ensure the right people, skills, and capabilities are available at the right time.

The executive-level value proposition of this program lies in helping organizations improve workforce readiness, reduce talent risk, optimize workforce costs, strengthen capability planning, support transformation initiatives, and align human capital decisions with long-term institutional priorities.

This program is ideal for institutions seeking to modernize workforce planning, prepare for future skills requirements, strengthen talent pipelines, improve organizational agility, and build a resilient workforce capable of delivering sustainable performance.

Course Objectives

By the end of this course, participants will be able to:

- Understand the strategic role of workforce planning in organizational performance and transformation.
- Align workforce planning with institutional strategy, service delivery priorities, and future operating models.
- Analyze current workforce capacity, capability, structure, and role distribution.
- Identify future skills requirements based on organizational change, technology, and market trends.
- Assess workforce gaps related to skills, roles, leadership, capacity, and critical positions.
- Apply workforce supply and demand forecasting techniques.
- Develop workforce scenarios to support decision-making under uncertainty.
- Build practical strategies for reskilling, upskilling, redeployment, recruitment, and succession planning.
- Identify workforce risks related to skills shortages, aging workforce, turnover, role dependency, and knowledge loss.
- Use workforce data and analytics to support evidence-based planning decisions.
- Strengthen collaboration between HR, strategy, finance, operations, and leadership teams.
- Prepare actionable workforce planning and future skills recommendations for senior decision-makers.

Course Content: 5-Day Training Outline

Day 1: Strategic Foundations of Workforce Planning

- The role of workforce planning in government, public sector, and corporate environments.
- Understanding workforce planning as a strategic management discipline, not only a staffing activity.
- Linking workforce planning with organizational strategy, service delivery, transformation, and performance.
- Key workforce planning concepts, terminology, and planning horizons.
- The relationship between workforce planning, talent management, succession planning, learning, and organizational design.
- Current workforce challenges facing large organizations and public institutions.
- Workforce planning as a tool for resilience, agility, accountability, and future readiness.
- Roles and responsibilities of HR, finance, strategy, operations, and senior leadership.

- Common weaknesses in traditional manpower planning and headcount forecasting.
- Practical discussion: How strategic workforce planning improves institutional performance and decision-making.

Day 2: Workforce Analysis, Data, and Current-State Assessment

- Building a clear profile of the current workforce.
- Analyzing headcount, roles, grades, functions, locations, demographics, and employment types.
- Assessing workforce capacity, capability, productivity, and utilization.
- Identifying critical roles and mission-essential positions.
- Evaluating workforce costs, vacancy patterns, turnover, absenteeism, and internal mobility.
- Understanding role dependency, knowledge concentration, and operational risk.
- Using workforce data to identify strengths, weaknesses, and planning priorities.
- Building workforce dashboards and planning reports for leadership review.
- Data quality, consistency, ownership, privacy, and reporting governance.
- Practical exercise: Conducting a current-state workforce assessment.

Day 3: Future Skills Strategy and Capability Gap Assessment

- Understanding future skills and emerging capability requirements.
- Identifying skills affected by digital transformation, automation, service modernization, and changing stakeholder expectations.
- Mapping technical, behavioral, leadership, digital, analytical, and strategic capabilities.
- Building a future skills framework aligned with organizational priorities.
- Conducting capability gap analysis at organizational, departmental, role, and employee levels.
- Assessing skills supply, demand, scarcity, and development urgency.
- Identifying roles likely to change, grow, decline, or transform.
- Prioritizing future skills based on impact, urgency, risk, and strategic value.
- Linking future skills with learning strategy, talent management, and career pathways.
- Practical workshop: Developing a future skills map and capability gap profile.

Day 4: Workforce Forecasting, Scenario Planning, and Talent Strategies

- Forecasting future workforce demand based on strategy, projects, services, and operating models.
- Estimating workforce supply using internal talent data, mobility trends, retirement projections, and labor market considerations.
- Building workforce scenarios for growth, restructuring, digital transformation, and service expansion.
- Managing uncertainty through scenario-based workforce planning.
- Developing talent strategies to close workforce gaps:
 - Recruitment and talent acquisition.
 - Reskilling and upskilling.
 - Redeployment and internal mobility.
 - Succession planning.
 - Leadership pipeline development.
 - Workforce restructuring.
 - Knowledge transfer.
 - Strategic outsourcing where appropriate.
- Prioritizing workforce interventions based on feasibility, cost, risk, and institutional impact.
- Practical case study: Building workforce scenarios and selecting talent strategies.

Day 5: Workforce Planning Governance, Implementation, and Executive Reporting

- Building a workforce planning operating model.
- Establishing governance roles, planning cycles, decision rights, and accountability.
- Integrating workforce planning with budgeting, finance, strategy, performance management, and organizational design.
- Developing workforce planning reports and executive dashboards.
- Communicating workforce risks, priorities, and recommendations to senior leaders.
- Measuring the effectiveness of workforce planning and future skills initiatives.
- Common mistakes in workforce planning and how to avoid them.

- Building a practical workforce planning implementation roadmap.
- Creating a culture of proactive workforce decision-making and future skills development.
- Final applied workshop: Presenting a workforce planning and future skills strategy to executive leadership.

Target Audience

This course is designed for professionals involved in workforce planning, human resources, talent management, organizational development, learning and development, strategic planning, transformation, finance, operations, and executive decision-making.

The program is ideal for:

- HR directors and HR managers.
- Workforce planning professionals.
- Talent management specialists.
- Learning and development leaders.
- Organizational development professionals.
- Strategy and transformation teams.
- Government HR officials and ministry planning teams.
- Public sector managers responsible for workforce capability and service delivery.
- Department heads and operational managers.
- Finance and budgeting professionals involved in workforce cost planning.
- Performance management professionals.
- Succession planning and leadership development professionals.
- Internal consultants and institutional development teams.
- Executives responsible for people strategy, transformation, modernization, or institutional performance.
- Professionals preparing for leadership roles in HR, workforce planning, public sector management, or organizational development.

Course Requirements

Participants are expected to have a basic understanding of human resources, workforce management, strategic planning, organizational operations, or people management. Advanced workforce analytics expertise is not required, as the course explains workforce planning and future skills strategy through practical examples, case studies, and executive-level applications.

Recommended requirements include:

- Basic experience in HR, planning, management, operations, finance, administration, or organizational development.
- Familiarity with workforce data, job roles, staffing plans, talent management, or performance challenges.
- Interest in improving workforce readiness, future skills planning, and capability development.
- Ability to engage with organizational data, workforce trends, and strategic priorities.
- Willingness to participate in discussions, workforce analysis exercises, case studies, and applied workshops.

Training Methodology

The training methodology combines executive education, practical workforce analysis, strategic planning application, case-based learning, and applied implementation planning. The course is designed to help participants move from basic staffing plans to integrated workforce strategies that support transformation, capability building, and sustainable institutional performance.

The methodology includes:

- Expert-led presentations using clear, practical, and professional workforce planning language.
- Real-world case studies from government, public sector, corporate, and institutional environments.
- Practical exercises on workforce analysis, critical role mapping, skills gap assessment, and forecasting.
- Group discussions on workforce risks, future skills, organizational capability, and talent strategies.
- Scenario-based learning focused on skills shortages, transformation pressure, role changes, and workforce uncertainty.
- Applied workshops for building workforce plans, future skills maps, dashboards, and implementation roadmaps.
- Interactive analysis of workforce data, planning assumptions, and organizational case scenarios.

- Practical tools, templates, and frameworks that participants can adapt to their workplace.

Learning Outcomes

Upon successful completion of the course, participants will be able to:

- Explain the strategic value of workforce planning and future skills strategy.
- Assess current workforce capacity, capability, structure, and risk exposure.
- Identify critical roles and future workforce requirements.
- Conduct skills gap analysis and prioritize future capability needs.
- Develop workforce forecasts based on organizational strategy and operating requirements.
- Build workforce scenarios to support planning under uncertainty.
- Design talent strategies for recruitment, reskilling, upskilling, redeployment, and succession planning.
- Use workforce analytics to support evidence-based decision-making.
- Integrate workforce planning with budgeting, strategy, performance, and organizational design.
- Prepare workforce dashboards and executive reports for leadership review.
- Communicate workforce risks and recommendations clearly to senior stakeholders.
- Contribute to stronger workforce readiness, organizational agility, service quality, and institutional resilience.

Instructor Profile

The course is delivered by **an internationally certified expert with extensive practical and consulting experience** in workforce planning, future skills strategy, strategic human resource management, talent management, organizational development, people analytics, learning and development, transformation planning, executive training, and institutional advisory.

The instructor combines strategic HR expertise with real-world consulting experience, enabling participants to understand workforce planning and future skills strategy in a clear, practical, and results-oriented way. The training approach focuses on workplace application, future readiness, evidence-based planning, capability development, governance discipline, and measurable institutional impact.

Executive Value Proposition

Workforce Planning & Future Skills Strategy enables organizations to anticipate workforce needs, close capability gaps, and prepare employees for future demands. Participants learn how to analyze workforce data, identify critical roles, map future skills, forecast talent requirements, and build practical workforce strategies that support transformation and sustainable performance.

For government entities, ministries, public sector organizations, and large corporations, this course delivers practical value by improving workforce readiness, reducing skills shortages, strengthening talent pipelines, optimizing workforce investment, and aligning people decisions with strategic priorities.

The program helps organizations move beyond short-term staffing and headcount planning toward strategic workforce intelligence, where people, skills, roles, data, technology, and organizational priorities are integrated to support long-term institutional success.

Contact Us

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

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