

Course No. 1725

Workforce Planning & Talent Management Training Course

**PUBLIC SECTOR HUMAN CAPITAL & WORKFORCE DEVELOPMENT
GOVERNMENT & PUBLIC SECTOR**

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Workforce Planning & Talent Management Training Course provides a strategic and practical framework for aligning current and future workforce requirements with organizational strategy and business priorities. The course enables government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas organizations, and large corporations to systematically plan workforce capabilities and manage talent to strengthen organizational sustainability and future readiness.

Effective workforce planning and talent management ensure that organizations have the right people, skills, capabilities, and leadership capacity in the right roles at the right time. This requires a structured understanding of the current workforce, analysis of future workforce demand, identification of critical roles, skills forecasting, workforce gap analysis, talent risk management, and integration with recruitment, development, career management, and succession planning.

The program covers the complete workforce planning and talent management cycle, beginning with current workforce analysis, workforce data, and organizational trends, followed by future workforce forecasting, skills and capability gap analysis, and development of strategic workforce plans. It also addresses critical-role identification, high-potential talent, talent mapping, development pathways, employee retention, and succession readiness.

Particular emphasis is placed on integrating workforce planning with core human resource processes, including recruitment and selection, performance management, learning and development, career development, leadership development, and succession planning. Participants will also explore how workforce data, analytics, and human capital indicators can support strategic decision-making and improve workforce resource allocation.

Through practical exercises, workforce data analysis, skills gap assessments, talent mapping, critical-role analysis, workforce scenario planning, strategic workforce planning, and executive workshops, participants will develop the capabilities required to design an integrated Workforce Planning & Talent Management framework that strengthens organizational resilience, workforce capability, and readiness for future requirements.

Objectives

- Analyze the strategic principles of workforce planning and talent management and their contribution to organizational performance.
- Assess the current workforce structure and identify trends and challenges affecting future workforce requirements.
- Identify critical roles, essential skills, and capabilities required for organizational continuity.
- Forecast future workforce requirements based on organizational strategy and operational plans.
- Analyze workforce, skills, and competency gaps between current capabilities and future requirements.
- Develop strategic workforce plans aligned with organizational objectives and future priorities.
- Design integrated strategies for attracting, developing, and retaining critical talent.
- Apply practical approaches for identifying, assessing, and developing high-potential employees.
- Integrate workforce planning with performance management, learning and development, career development, and succession planning.
- Evaluate talent risks and develop appropriate responses to capability gaps and critical-role exposure.
- Develop workforce and talent management KPIs and dashboards to support performance monitoring.
- Establish mechanisms for regularly reviewing and updating workforce plans based on organizational changes.

Who Should Attend

This training course is designed for executives, human resources directors and managers, workforce planning professionals, talent management specialists, organizational development professionals, strategic planning specialists, learning and development managers, recruitment professionals, and performance management specialists.

It is particularly relevant to professionals working in government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas organizations, engineering companies, and large corporations where systematic management of workforce capabilities, skills, and talent is essential for business continuity and strategic performance.

The program will also benefit department heads, business unit leaders, HR business partners, workforce analytics professionals, and decision makers involved in forecasting future workforce requirements, developing talent, managing critical roles, addressing capability gaps, and supporting leadership and succession planning.

Learning Outcomes

- Analyze the current workforce structure and identify key strengths, gaps, and workforce trends.
- Use workforce data to support strategic human resource and workforce planning decisions.
- Identify critical roles, skills, and competencies required for organizational continuity.
- Forecast future workforce requirements based on organizational strategy and changing business conditions.
- Identify workforce, skills, and competency gaps between current and future requirements.
- Develop an integrated workforce plan containing priorities, initiatives, responsibilities, and timelines.
- Build strategies for attracting, developing, and retaining talent based on organizational requirements.
- Identify high-potential employees and establish appropriate development pathways.
- Integrate workforce planning with performance management, career development, and succession planning.
- Assess talent risks and develop mitigation plans for critical capability and workforce gaps.
- Develop KPIs for measuring workforce efficiency and talent management effectiveness.
- Prepare workforce dashboards and management reports that support data-driven decision-making.
- Apply regular workforce planning reviews and update plans in response to organizational and market changes.

Course Outline

DAY 01

Workforce Planning Foundations & Strategic Workforce Analysis

- Principles and strategic role of workforce planning
- Linking organizational strategy with workforce strategy
- Current workforce structure and capability analysis
- Workforce demographics, skills, roles, and organizational trends
- Identifying critical roles and positions affecting business continuity
- Workforce data analysis and evidence-based workforce decisions

PRACTICAL APPLICATION

Conduct a current workforce analysis and identify key workforce challenges and gaps

DAY 02

Future Workforce Forecasting & Workforce Gap Analysis

- Workforce change drivers and future workforce requirements
- Forecasting future demand for roles, skills, and capabilities
- Workforce, skills, and competency gap analysis
- Developing future workforce scenarios
- Workforce priorities based on strategy and business plans
- Developing responses to workforce and capability gaps

PRACTICAL APPLICATION

Build a future workforce scenario and conduct a workforce and skills gap analysis

DAY 03

Strategic Talent Management & High-Potential Talent

- Principles and frameworks of strategic talent management
- Identifying high-potential employees and critical talent
- Assessing performance, potential, capability, and readiness
- Talent mapping and talent segmentation
- Talent attraction and critical skills acquisition strategies
- Talent retention and management of critical talent risks

PRACTICAL APPLICATION

Develop a talent map and identify talent development and retention priorities

DAY 04

Talent Development, Career Management & Succession Planning

- Integrating talent management with learning and development
- Competency and capability gap analysis
- Developing individual and group talent development plans
- Career development, internal mobility, and career pathways
- Succession planning for critical positions
- Building future leadership pipelines and role readiness

PRACTICAL APPLICATION

Develop a talent development and succession plan for selected critical roles

DAY 05

Strategic Workforce Planning, Performance & Sustainability

- Designing an integrated strategic workforce plan
- Aligning workforce plans with budgets, resources, and organizational priorities
- Workforce and talent management KPIs

DAY 05 — CONTINUED

- Workforce dashboards and human capital analytics
- Managing talent, capability, and critical-role risks
- Periodic workforce planning reviews and plan updates

FINAL WORKSHOP

Develop an integrated Workforce Planning & Talent Management framework covering current workforce analysis, future workforce forecasting, skills gap analysis, critical-role identification, talent management, employee development, talent retention, succession planning, workforce KPIs, risk management, governance, workforce analytics, periodic review, and continuous improvement.

Register or Request More Information

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