



Arabian Institute For Training

Workforce Planning, Talent Acquisition and Succession Planning (ACHRM)

Why Attend

- This course combines two of eight modules of the Advanced Certificate in Human Resource Management which are Workforce Planning and Talent Acquisition and Succession Planning.
- Strategic Workforce Planning enables the organization to meet its talent needs and close critical skill gaps using data-driven processes that inform HR initiatives. HR demonstrates strategic value by facilitating financial and operational growth, continuity, or stability. The Workforce Planning module outlines a comprehensive, step-by-step approach to designing, implementing, administering, and maintaining an effective strategic workforce plan.
- The Talent Acquisition and Succession Planning module encompasses the activities involved in building and maintaining a workforce in addition to identifying high-potential employees, evaluating and honing their skills and abilities, and preparing them for advancement into positions which are key to the success of the organization. HR demonstrates strategic value by developing, executing, and measuring individual and organizational success of the activities and programs related to sourcing, recruiting, onboarding, coaching, and retaining employees. The Talent Acquisition and Succession Planning module outlines a comprehensive, step-by-step approach to designing, implementing, administering, and maintaining a modern talent management system and maintaining an effective Succession Planning program.

Course Methodology

- Modules within the Advanced Certificate in Human Resource Management (ACHRM) are uniquely designed; no prerequisites are required, and the learner can enter the program at any time. Plus, the complete Certificate program involves a wide variety of learning experiences including group discussions, individual and group activities, case studies, toolkit development and a post-test reinforcement of learning at the end of each module.
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Course Objectives

Workforce Planning Module

- Analyze the organizational environment, including future business challenges and their likely impact on the organization's workforce.
- Integrate workforce planning into the strategic plan of the organization.
- Describe the key steps to developing a strategic workforce plan, including analysis, forecasting, strategy development, and cost modeling.
- Create or refine a framework for your organization's workforce planning strategy.

Talent Acquisition and Succession Planning Module

By the end of the module participants will be able to:

- Identify the importance of Talent Acquisition and where it fits into the overall Human Resources and Business strategies.
- Describe how to develop and implement a talent acquisition strategy.
- Describe how a strong employment brand attracts the most qualified applicants.
- Identify how to effectively source, interview, and evaluate candidates through interviewing, testing, and background investigations.
- Understand the importance of Succession Planning.
- Work through a Succession Planning model, step by step.

Target Audience

- This course is designed specifically for HR generalists and HR specialists in the fields of Workforce Planning, Talent Acquisition and Succession Planning.

Workforce Planning module Content

Lesson 1 - Understanding the Need for Workforce Planning

- Connecting Workforce Planning to the Organization

Lesson 2 - Determining Stakeholder Engagement

- The Importance of Workforce Planning
- Executive Commitment

Lesson 3 - Supply and Demand Analysis

- Supply Analysis
 - Workforce Profile
 - Data Types
 - Historical Workforce Trends
 - Competency Assessments
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Lesson 4 - Gap and Solution Analysis

- Gap Analysis
- Solutions Design
- Scenario Planning

Lesson 5 - Implementation and Evaluation

- Implementation & Communication

Talent Acquisition and Succession Planning module Content

Lesson 1 - Talent & Organizational Connection

- Defining Talent Acquisition
- Connecting Talent Acquisition to the “Big Picture”
- The Talent Acquisition Plan and Approach
- Trends in Talent Acquisition

Lesson 2 - Employment Branding

- Why Have an Employment Brand?
- Goals of an Employment Brand?
- Building an Employment Brand

Lesson 3 - Recruiting

- Why is an Effective Recruiting Approach Important?
- Influences that Impact Recruiting
- Creating a Strategic Recruitment Plan

Lesson 4 - Sourcing & Targeting

- Types of Job Seekers
- Recruiting Sources
- Creating a Sourcing Plan

Lesson 5 - Interviewing

- Setting the Selection Criteria
 - Goals of Interviewing
 - How to Conduct Interviews
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Lesson 6 - Evaluation & Selection

- Formulating a Selection Philosophy
- Selecting the Finalist

Lesson 7 - Onboarding

- What is Onboarding?
- How Onboarding Impact on the Organization
- Key Onboarding Activities
- Sample Onboarding Model

Lesson 8 - Succession Planning

- Understanding the Organization and the Succession Planning Relationship
 - Developing and Implementing a Succession Plan
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