

ORGANIZATION AND WORKFORCE PLANNING



GENTEX[®]
TRAINING CENTER



Introduction

The Organization and Workforce Planning Training Course equips HR and business leaders with the tools needed to align workforce capacity with strategic goals. Effective workforce planning ensures organizations have the right people, in the right roles, at the right time, while controlling costs and closing skill gaps. This program explores demand forecasting techniques, supply analysis methods, and organizational design principles that support long-term workforce stability. Furthermore, participants learn how to build workforce plans using scenario modeling, skills inventories, and succession pipelines. As a result, attendees leave with practical tools to forecast staffing needs, close talent gaps, and build resilient organizations ready for future growth.

Organization and Workforce Planning Course Objectives

- Apply workforce demand forecasting techniques and models
- Conduct workforce supply analysis using skills inventories
- Design organizational structures aligned with strategic goals
- Use scenario planning to prepare for future workforce needs
- Apply gap analysis to identify critical skill shortages
- Build succession pipelines for key organizational roles
- Use headcount planning tools to manage staffing budgets
- Apply workforce segmentation to prioritize talent investments
- Design talent acquisition strategies aligned with workforce plans
- Measure workforce planning effectiveness using HR analytics

Course Methodology

- Interactive lectures on workforce planning models and frameworks

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- Practical workshops for building workforce forecasts and plans
- Case studies analyzing real organizational workforce challenges
- Group exercises using scenario planning and gap analysis
- Templates for skills inventories and succession pipelines
- Discussion sessions on aligning workforce plans with strategy

Who Should Take This Course

- HR managers and HR business partners
- Workforce planning and talent management professionals
- Organizational development specialists
- Strategic planning professionals
- Department heads managing staffing budgets
- Talent acquisition and recruitment leaders
- Anyone responsible for long-term workforce strategy

Organization and Workforce Planning Course Outlines

Day 1: Foundations of Workforce Planning

- Defining organization and workforce planning
- Understanding the link between workforce planning and strategy
- Reviewing workforce planning models and frameworks
- Assessing current organizational structure and staffing levels
- Identifying business drivers affecting workforce needs
- Introducing headcount planning fundamentals
- Reviewing global workforce planning trends





Day 2: Demand Forecasting and Scenario Planning

- Applying workforce demand forecasting techniques
- Using scenario planning for future workforce needs
- Analyzing business growth projections and staffing impact
- Applying trend analysis to workforce demand
- Building demand models for critical roles
- Reviewing forecasting tools and software
- Validating forecasts with department leaders

Day 3: Supply Analysis and Skills Inventories

- Conducting workforce supply analysis
- Building skills inventories and competency maps
- Applying gap analysis to identify skill shortages
- Assessing internal talent mobility opportunities
- Reviewing labor market data and external supply
- Segmenting workforce by criticality and risk
- Documenting supply analysis findings

Day 4: Organizational Design and Succession Planning

- Aligning organizational structure with workforce plans
- Designing succession pipelines for key roles
- Applying competency frameworks to succession planning
- Reviewing span of control and reporting structures
- Building talent development pathways

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- Managing critical role risk through succession plans
- Aligning organizational design with future strategy

Day 5: Implementation, Budgeting, and Measurement

- Applying headcount planning to staffing budgets
- Designing talent acquisition strategies aligned with plans
- Measuring workforce planning effectiveness using HR analytics
- Building workforce planning dashboards and reports
- Presenting workforce plans to senior leadership
- Establishing a review cycle for ongoing plan updates
- Developing a final workforce planning action plan

Conclusion

By successfully completing the Organization and Workforce Planning Training Course, participants will have acquired practical knowledge of demand forecasting, supply analysis, and organizational design principles. Additionally, they will gain the skills needed to build succession pipelines, manage headcount budgets, and measure workforce planning outcomes. Gentex Training Center designed this program to help organizations build a workforce strategy that supports sustainable growth and long-term stability.

FAQs

Q1 What is the "Organization and Workforce Planning" course about?



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This course covers methods for forecasting staffing needs, analyzing workforce supply, and designing organizational structures that align workforce capacity with strategic business goals.

Q2 What are the key benefits of the "Organization and Workforce Planning" course?

Participants gain the ability to close skill gaps, control staffing costs, and build resilient organizations, resulting in stronger alignment between workforce capacity and business strategy.

Q3 What skills will I gain from the "Organization and Workforce Planning" course?

Participants develop skills in demand forecasting, supply analysis, organizational design, and succession planning for building sustainable, future-ready workforce strategies.

Q4 What tools, methods, or standards are covered in the "Organization and Workforce Planning" course?

The course covers demand forecasting models, scenario planning, skills inventories, gap analysis, and headcount planning tools used in strategic workforce management.

Q5 How is the "Organization and Workforce Planning" course applied in real-world practice?

Organizations apply these methods by forecasting staffing needs, building succession pipelines, aligning organizational structures with strategy, and managing headcount budgets effectively.

