

STRATEGIC WORKFORCE PLANNING AND LEAVE MANAGEMENT



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TRAINING CENTER



Introduction

Every organization needs the right people in the right place, even when employees take leave. The Strategic Workforce Planning and Leave Management Training Course from Gentex Training Center shows HR professionals how to balance both goals. Participants learn to forecast workforce demand, close skills gaps, and plan headcount with confidence. Furthermore, they study leave policies, absence control, and coverage planning. The course also explains how leave affects cost, productivity, and compliance. As a result, participants keep operations steady while treating employees fairly. Each day combines proven tools with practical exercises. In addition, participants build a workforce plan and a leave framework they can apply immediately.

Strategic Workforce Planning and Leave Management Course Objectives

- Link workforce plans to business strategy using strategic workforce planning models and scenario planning for growth and change.
- Forecast workforce demand and supply with trend analysis, workload analysis, and turnover projections across business units.
- Analyze skills gaps using skills inventories and competency matrices to guide hiring, training, and redeployment decisions.
- Build headcount budgets and workforce cost models that support financial planning and annual budgeting cycles.
- Design clear leave policies covering annual, sick, maternity, paternity, unpaid, and emergency leave.
- Apply labor law requirements to leave entitlements, accruals, approvals, and end-of-service settlements accurately.
- Manage absenteeism with absence rate analysis, the Bradford Factor, and return-to-work interviews.

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Info@gentextraining.com



- Plan work coverage and cross-training so operations continue during peak leave periods.
- Use HRIS leave modules and Excel forecasting tools to automate tracking, approvals, and reporting.
- Measure results with absenteeism rate, leave liability, workforce utilization, and vacancy rate dashboards for senior leaders.

Course Methodology

- Expert-led sessions explain workforce planning and leave management models.
- Case studies show how organizations handle seasonal demand and long-term absence.
- Excel workshops let participants build forecasting models and leave trackers.
- Policy drafting exercises turn labor law requirements into clear rules.
- Group scenarios test coverage planning and absence decisions.
- Ready-to-use templates support immediate application at work.
- Action planning sessions create a personal implementation roadmap.

Who Should Take This Course

- HR managers and HR business partners responsible for workforce planning and staffing
- Workforce planning and HR analytics specialists who forecast staffing needs
- Payroll, attendance, and leave administrators who process employee leave
- Department heads and line managers who manage team coverage
- Operations and resource planning managers
- HR officers who draft and apply leave policies
- Finance professionals who budget headcount and leave costs





Strategic Workforce Planning and Leave Management Course Outlines

Day 1: Foundations of Strategic Workforce Planning

- Strategic workforce planning model and step-by-step process
- Linking business strategy to workforce needs and priorities
- Environmental scanning with PESTLE and SWOT
- Workforce data sources and HR metrics
- Current workforce analysis and skills inventory
- Workforce planning roles and stakeholder alignment
- Workshop: defining planning scope and objectives

Day 2: Demand, Supply, and Gap Analysis

- Demand forecasting: trend, ratio, and workload analysis
- Supply forecasting: turnover, retirement, and internal movement
- Gap analysis and surplus analysis by job family
- Scenario planning for growth and downsizing
- Build, buy, borrow, or automate decisions
- Headcount planning and workforce cost modeling
- Forecasting in Excel with practical templates

Day 3: Leave Policy Design and Compliance

- Types of leave: annual, sick, maternity, paternity, and unpaid
- Leave policy structure and eligibility rules

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- Labor law requirements and compliance checks
- Leave accrual, carry-over, and encashment rules
- Approval workflows and documentation
- End-of-service and leave settlement calculations
- Workshop: drafting a company leave policy

Day 4: Absence Control and Work Coverage

- Absence rate calculation and trend analysis by department
- The Bradford Factor and absence triggers
- Return-to-work interviews and case handling
- Long-term absence and reasonable adjustments
- Coverage planning and cross-training matrices
- Peak-season and holiday leave scheduling
- Managing leave abuse fairly and consistently

Day 5: HR Systems, Analytics, and Implementation

- HRIS leave modules and employee self-service portals
- Leave liability and cost reporting for finance teams
- Dashboards in Excel and Power BI
- Key metrics: absenteeism rate, vacancy rate, and utilization
- Building the business case for workforce initiatives
- Workforce planning and leave management roadmap
- Action plan presentations and expert feedback





Conclusion

By successfully completing the Strategic Workforce Planning and Leave Management Training Course, participants will gain a clear understanding of how to forecast staffing needs and close skills gaps. They will also acquire practical knowledge of leave policy design, labor law compliance, and absence control. Furthermore, they will know how to plan coverage and track results with key metrics. As a result, participants can keep teams productive and manage leave fairly. Gentex Training Center delivers this knowledge through practical, expert-led learning.

FAQs

Q1 What is the "Strategic Workforce Planning and Leave Management" course about?

The course teaches how to plan the right workforce and manage employee leave effectively. Participants study demand and supply forecasting, skills gaps, leave policies, absence control, and coverage planning. Furthermore, they learn to balance business needs with fair, compliant leave practices.

Q2 What are the key benefits of the "Strategic Workforce Planning and Leave Management" course?

The course helps organizations avoid staffing shortages and control leave costs. It also builds consistent, fair leave practices across teams. As a result, participants can reduce unplanned absence, improve productivity, and support accurate budgeting with reliable workforce data.



Q3 What skills will I gain from the "Strategic Workforce Planning and Leave Management" course?

Participants gain four core skills: workforce demand and supply forecasting, skills gap analysis, leave policy and compliance management, and absence control and analytics. In addition, they practice each skill through Excel workshops and case studies, so they can apply it directly at work.

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

The course covers strategic workforce planning models, PESTLE and SWOT analysis, scenario planning, and skills inventories. It also includes the Bradford Factor, leave accrual methods, HRIS leave modules, and dashboards built in Excel or Power BI.

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

HR teams use workforce forecasts to time hiring and training, leave policies to apply entitlements consistently, and coverage plans to protect service levels. Furthermore, they use absence dashboards to spot patterns early, so managers can act before absence disrupts operations.