

WORKFORCE PLANNING AND ANALYTIC



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TRAINING CENTER



Introduction

Workforce Planning and Analytics Training Course prepares HR professionals to align staffing decisions with organizational strategy using data-driven methods. Organizations depend on accurate workforce planning to control labor costs while ensuring the right talent is available when needed. This course explores demand forecasting models, headcount planning frameworks, and workforce analytics tools that support strategic decision-making. Furthermore, participants examine how scenario planning and predictive analytics help organizations anticipate talent gaps before they affect performance. As a result, learners gain the confidence to build workforce plans that balance business needs with budget constraints. By the end, participants hold practical tools to strengthen workforce planning functions across any organization.

Workforce Planning and Analytics Course Objectives

- Apply demand forecasting models to predict future staffing needs
- Build headcount plans aligned with organizational strategy
- Use workforce analytics tools to identify talent gaps
- Apply scenario planning techniques to anticipate staffing changes
- Design succession plans supported by workforce data
- Calculate cost-per-hire and other workforce planning metrics
- Interpret turnover and attrition data to guide planning decisions
- Apply skills inventory frameworks to assess workforce capability
- Design workforce segmentation strategies for targeted planning
- Build workforce planning dashboards for stakeholder reporting

Course Methodology

- Interactive lectures on workforce planning frameworks and models

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- Case studies using real organizational workforce data
- Hands-on workshops applying forecasting techniques
- Group exercises building headcount and succession plans
- Guided practice with workforce analytics dashboards
- Peer review of workforce planning reports

Who Should Take This Course

- HR professionals responsible for workforce planning
- Talent management and succession planning specialists
- People analytics professionals
- HR business partners supporting strategic planning
- Organizational development consultants
- Managers involved in headcount and budget decisions

Workforce Planning and Analytics Course Outlines

Day 1: Foundations of Workforce Planning

- Define workforce planning and its strategic role in organizations
- Explore the link between business strategy and staffing decisions
- Introduce key workforce planning metrics and terminology
- Review common workforce planning challenges
- Discuss the role of HR analytics in modern workforce planning
- Examine workforce segmentation approaches
- Set workforce planning objectives aligned with business goals





Day 2: Demand Forecasting and Headcount Planning

- Apply demand forecasting models to predict staffing needs
- Build headcount plans based on business growth projections
- Apply scenario planning techniques to staffing decisions
- Distinguish short-term and long-term workforce forecasts
- Validate forecasts against historical workforce data
- Adjust headcount plans for seasonal and project-based demand
- Align headcount planning with budget constraints

Day 3: Workforce Analytics and Skills Assessment

- Use workforce analytics tools to identify talent gaps
- Apply skills inventory frameworks to assess capability
- Interpret turnover and attrition data for planning insights
- Calculate cost-per-hire and other planning metrics
- Analyze workforce demographics to inform planning
- Build competency models to guide talent decisions
- Address common data quality issues in workforce analytics

Day 4: Succession Planning and Talent Pipelines

- Design succession plans supported by workforce data
- Identify high-potential employees using structured criteria
- Build talent pipelines for critical roles
- Apply readiness assessments to succession candidates
- Align succession planning with career development programs

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- Address succession risks in key organizational roles
- Review case studies of successful succession planning

Day 5: Strategic Reporting and Continuous Planning

- Build workforce planning dashboards for stakeholder reporting
- Present workforce planning insights to senior leadership
- Align workforce plans with organizational growth strategies
- Apply continuous planning processes to adapt to change
- Measure the effectiveness of workforce planning initiatives
- Develop a roadmap for advancing workforce analytics capability
- Review case studies of successful workforce planning outcomes

Conclusion

By successfully completing Workforce Planning and Analytics Training Course, participants will have acquired practical knowledge in demand forecasting, headcount planning, and workforce analytics applications. Learners leave equipped with succession planning and reporting skills that support strategic talent decisions. As a result, participants can confidently align workforce planning with organizational goals. Gentex Training Center designed this course to help HR professionals apply forecasting and analytics techniques with immediate, practical impact.

FAQs





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

This course covers how to forecast staffing needs and build headcount plans using workforce data. It introduces demand forecasting models, skills inventory frameworks, and analytics tools that help HR professionals align staffing with business strategy.

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

Participants learn to reduce staffing costs through accurate forecasting, identify talent gaps before they affect performance, and improve succession planning outcomes. These benefits help organizations build a more resilient and cost-efficient workforce.

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

Learners gain skills in demand forecasting, workforce analytics interpretation, succession planning, and headcount planning. These four skills prepare participants to make data-driven staffing decisions aligned with organizational strategy.

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

The course covers demand forecasting models, skills inventory frameworks, scenario planning techniques, and workforce analytics dashboards. These frameworks give participants a standardized approach to strategic workforce planning.

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

Professionals apply these techniques when building annual headcount plans, identifying succession candidates, or presenting workforce insights to leadership. Practitioners use analytics dashboards to track talent gaps and guide staffing decisions.

