

WORKFORCE PLANNING AND DEVELOPMENT



GENTEX[®]
TRAINING CENTER



Introduction

Workforce Planning and Development Training Course prepares HR professionals to align staffing strategies with long-term talent development goals. Organizations need a workforce that is not only sized correctly but also equipped with the right capabilities to meet future business demands. This course explores capability mapping, career development frameworks, and workforce planning models that connect staffing decisions with employee growth. Furthermore, participants examine how learning and development initiatives support long-term workforce sustainability rather than short-term staffing fixes. As a result, learners gain the confidence to design workforce strategies that build capability while managing costs. By the end, participants hold practical tools to strengthen workforce planning and development functions across their organizations.

Workforce Planning and Development Course Objectives

- Build workforce plans that integrate staffing and development goals
- Apply capability mapping frameworks to assess workforce skills
- Design career development pathways aligned with business needs
- Use skills gap analysis to guide development priorities
- Apply the 70-20-10 learning model to development planning
- Build talent pipelines supported by structured development programs
- Design job rotation and cross-training initiatives
- Interpret workforce data to prioritize development investments
- Align learning and development budgets with workforce strategy
- Design competency frameworks to guide employee growth

Course Methodology



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- Interactive lectures on workforce planning and development frameworks
- Case studies using real organizational development scenarios
- Hands-on workshops applying capability mapping tools
- Group exercises designing career development pathways
- Guided practice building competency frameworks
- Peer review of workforce development plans

Who Should Take This Course

- HR professionals responsible for workforce planning
- Learning and development specialists
- Talent management professionals
- HR business partners supporting capability building
- Organizational development consultants
- Managers involved in employee growth planning

Workforce Planning and Development Course Outlines

Day 1: Foundations of Workforce Planning and Development

- Define workforce planning and its link to development strategy
- Explore the relationship between staffing and capability building
- Introduce key workforce development metrics and terminology
- Review common challenges in aligning planning with development
- Discuss the role of HR analytics in development planning
- Examine workforce segmentation for targeted development



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- Set workforce planning and development objectives

Day 2: Capability Mapping and Skills Assessment

- Apply capability mapping frameworks to assess workforce skills
- Conduct skills gap analysis to identify development needs
- Build competency frameworks aligned with business roles
- Interpret performance data to guide development priorities
- Distinguish critical skills from supporting skills
- Validate capability assessments with department leaders
- Prioritize development needs based on business impact

Day 3: Career Development and Learning Pathways

- Design career development pathways aligned with business needs
- Apply the 70-20-10 learning model to development planning
- Build individual development plans for employees
- Design job rotation and cross-training initiatives
- Align learning pathways with succession planning goals
- Address barriers to employee participation in development
- Review case studies of successful career pathway design

Day 4: Talent Pipelines and Structured Development Programs

- Build talent pipelines supported by structured development programs
- Design mentoring and coaching programs for capability building
- Apply readiness assessments to development program participants



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- Align development programs with organizational growth plans
- Measure the effectiveness of structured development initiatives
- Address common pitfalls in talent pipeline design
- Review case studies of successful talent pipeline programs

Day 5: Strategic Investment and Continuous Development

- Align learning and development budgets with workforce strategy
- Interpret workforce data to prioritize development investments
- Build a workforce development dashboard for stakeholders
- Present development strategy recommendations to leadership
- Apply continuous improvement processes to development planning
- Design a roadmap for advancing workforce development capability
- Review case studies of successful workforce development transformations

Conclusion

By successfully completing Workforce Planning and Development Training Course, participants will have acquired practical knowledge in capability mapping, career pathway design, and building talent pipelines through structured development programs. Learners leave equipped with skills to align learning investments with workforce strategy. As a result, participants can confidently build workforce plans that support both staffing needs and employee growth. Gentex Training Center designed this course to help HR professionals apply planning and development techniques with immediate, practical impact.





FAQs

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

This course covers how to align staffing decisions with long-term capability building. It introduces capability mapping, career development pathways, and structured talent pipeline programs that help HR professionals plan for both workforce size and skill.

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

Participants learn to close skills gaps proactively, improve employee retention through clear development pathways, and align learning investments with business priorities. These benefits help organizations build a more capable and engaged workforce.

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

Learners gain skills in capability mapping, career pathway design, talent pipeline development, and skills gap analysis. These four skills prepare participants to build workforce strategies that integrate staffing with employee growth.

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

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The course covers capability mapping frameworks, the 70-20-10 learning model, competency frameworks, and skills gap analysis techniques. These frameworks give participants a structured approach to workforce planning and development.

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

Professionals apply these techniques when designing individual development plans, building talent pipelines for critical roles, or aligning training budgets with workforce strategy. Practitioners use capability data to prioritize development investments effectively.

