**INTRODUCTION**

Singapore’s open economy brings about a highly competitive business environment exposed to waves of business disruptions. Along with these external challenges are also internal challenges of a fast-ageing workforce. Constrained by low birth rates and a rapidly ageing population, local workforce growth will slow down to just 1% by 2020. Therefore, a lean manpower strategy and agile mind-set need to be cultured among HR professionals to support business transformation.

In this session, participants will be introduced to the concepts of strategic manpower planning and how they can be integrated into business unit plans through the use of data analytics. Using data, participants will then be able to learn how to translate those requirements and constraints into talent and development requirements. Complimentary toolkits are also provided to help HR kick-start the manpower planning process.

**OBJECTIVE**

Participants will be able to:

- Understand lean manpower planning framework and examine key components of business processes which can be analysed and forecasted
- Apply concepts of work measurement and job analysis in planning for business needs
- Calculate manpower requirements based on company’s current and future business needs
- Develop an agile mind-set for manpower requirements through various employment types
- Implement manpower plans and strategically plan for scenarios in business developments

**COURSE OUTLINE**

- Overview of Manpower Planning
- Benefits of Manpower Planning
- Common Manpower Planning Practices
- Developing a Lean Manpower Plan using Analytics
- Traditional and Modern Analysis of Manpower Requirements
- Workforce Supply Analysis and Modelling
- Workforce Demand Analysis and Forecasting
- Cultivating Agility in Manpower Plans
- Scenario Planning and Discussions

**TARGET AUDIENCE**

HR Managers, HR Business Partners, HR Directors, Business Unit Leaders with Manpower Responsibilities

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**METHODOLOGY**

The course will be delivered through a combination of the following methods:

- **Lecture** – To establish initial knowledge transfer
- **Interactive discussions** – To facilitate sharing of ideas and experiences within the class
- **Case studies & videos** – To illustrate applications of data analytics
- **Hands-on exercises** – To facilitate application of concepts

As such, participants need to bring a working laptop, installed with MS Excel. Participants are also recommended to install free analytics software called R and Gretl.

**TRAINER PROFILE**

Mr Freddy Liew is an award recipient of the SNEF-STEPHEN LEE AWARD for leadership development in Tripartism and Industrial Relations. He is in the Industrial and Workplace Relations Department.

His areas of expertise include HR analytics, compensation and benefits, work measurement and labour-management relations. Prior to SNEF, Freddy worked with a top HR consulting firm where he did projects on HR analytics, engagement and climate, workforce planning and performance management for Fortune 500 companies. He is also currently working on Industrial Relations and Employee Relations matters and is working on various HR projects.

Freddy graduated from Nanyang Technological University with Honours in Mathematics and Economics. He also holds a Master of Science in Economics from the Singapore Management University, as well as a Post-Graduate Diploma in Education from the National Institute of Education.

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Please refer to SNEF website for available dates

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<thead>
<tr>
<th>Duration</th>
<th>1 day, 9am to 5pm (7 hours)</th>
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<tbody>
<tr>
<td>Course Venue</td>
<td>SNEF Head Office (Paya Lebar Square)</td>
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<tr>
<td>Course fee</td>
<td>$300.00 (before GST)</td>
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Click on “Training” and Course Category “Human Resource/Industrial Relation”

Or Click: https://snef.org.sg/course_category/human-resource-industrial-relation/