

Implement Manpower Planning Processes (SFw HR)

Participants will be awarded the **Statement of Attainment for HRS-BIN-4100-1.1 Strategic Workforce Planning** upon successful completion of the course.

Course Objective

This unit addresses the skills and knowledge required to implement manpower planning processes within organisations. It covers the development, support and monitoring of manpower planning processes.

Course Outline

- **Develop processes for implementing manpower planning strategy**
 - Identify organisational manpower planning requirements through the undertaking of research activities
 - Consult stakeholders to clarify manpower planning requirements and generate support and buy-in
 - Prepare activities or processes to meet manpower planning requirements
- **Align manpower planning activities with human resource programmes**
 - Acquire tools and resources to align manpower planning activities with human resource programmes
 - Communicate manpower planning tools and resources to stakeholders to generate buy-in and build ownership
 - Support managers in the implementation and use of manpower planning tools and resources
- **Monitor and review manpower planning processes**
 - Develop processes and systems for gathering measurement data and feedback
 - Analyse measurement data and feedback to establish performance against required criteria
 - Review best practices in manpower planning to identify potential improvements

Methodology

It is a competency-based learning with assessment. case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 6pm (16 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR			\$481.50	-\$405.00	= \$76.50
		⊗	\$481.50	-\$225.00	= \$256.50

All prices stated are inclusive of 7% GST

- SC** : Singapore Citizen
SPR : Singapore Permanent Resident
 ⊗ : Not Applicable
SMEs : Defined as companies with:
 (i) at least 30% local shareholding; AND
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Implement Manpower Planning Processes (HR-RS-405E-1)**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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