

INNOVATIONS IN WORKFORCE PLANNING - INCLUDING RIGHTSIZING

“Aligning Talent Strategy with Organizational Goals in a Rapidly Changing World”

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

Introduction

Workforce planning is no longer just about headcounts—it’s about ensuring the right people are in the right roles at the right time, with the flexibility to adapt to change. With increasing economic uncertainty, digital disruption, and shifting business models, traditional approaches are insufficient. Organizations now need strategic, agile, and data-driven workforce planning—often including tough decisions like rightsizing.

This 2-day training course provides participants with modern tools and techniques to forecast workforce needs, optimize human capital, and implement rightsizing ethically and effectively. Participants will explore strategic planning models, talent analytics, and case-based approaches for redesigning workforce structures to support organizational resilience.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and practices of strategic workforce planning
- Analyze internal and external drivers of workforce change
- Use workforce analytics to identify gaps and surpluses
- Design rightsizing initiatives that minimize disruption and maintain engagement
- Link workforce planning with budgeting, performance, and future skills needs

Why Attend

- Learn how to proactively align your workforce with business needs
- Improve talent utilization, agility, and succession pipelines
- Anticipate change and make informed staffing decisions using data
- Understand the legal, ethical, and human aspects of rightsizing
- Gain practical tools to plan, communicate, and implement workforce changes

Target Audience

This program is designed for:

- HR professionals and workforce planners
- Organizational development and strategy managers
- Business leaders responsible for transformation and restructuring
- Talent acquisition and people analytics teams
- Anyone involved in headcount planning, talent deployment, or cost optimization

Individual Benefits

Key competencies that will be developed include:

- Workforce forecasting and scenario planning
- Rightsizing frameworks and decision tools
- Stakeholder communication and change management
- Data interpretation and workforce analytics
- Strategic thinking and HR-business alignment

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More agile and future-ready workforce structures
- Better alignment of people strategy with financial and operational goals
- Stronger risk mitigation in headcount decisions
- Reduced employee disruption and higher retention during transitions
- Increased capacity for data-informed human capital decisions

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Workforce planning frameworks and case applications
- Case Studies - Real-life rightsizing and workforce redesign initiatives
- Workshops - Forecasting, modeling, and transition planning exercises
- Peer Exchange - Group dialogue on shared workforce planning challenges
- Tools - Workforce gap analysis templates, dashboards, and communication plans

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Strategic Workforce Planning Foundations

- Module 1: The Business Case for Workforce Planning (07:30 - 09:30) • Workforce trends, disruptions, and future skills • Defining strategic workforce planning • HR's evolving role in business forecasting
- Module 2: Workforce Analytics and Gap Identification (09:45 - 11:15) • Using headcount data, performance metrics, and attrition rates • Identifying critical roles and skills • Forecasting labor supply and demand
- Module 3: Workforce Planning Models (11:30 - 01:00) • Scenario planning and organizational design • Linking planning to budgets and KPIs • Short-, mid-, and long-term workforce strategies
- Module 4: Workshop - Workforce Gap Analysis (02:00 - 03:30) • Practical tool application with sample datasets

Day 2: Rightsizing and Implementation Strategies

- Module 5: Principles and Process of Rightsizing (07:30 - 09:30) • Distinguishing rightsizing from downsizing • Triggers for workforce restructuring • Ethical and legal considerations
- Module 6: Designing and Communicating Workforce Changes (09:45 - 11:15) • Planning workforce transitions with minimal disruption • Internal communications and stakeholder management • Managing the impact on morale and culture
- Module 7: Execution and Change Management (11:30 - 01:00) • Implementation timelines, support mechanisms, and tracking • Managing survivors and rebuilding engagement • Institutionalizing workforce planning practices
- Module 8: Final Simulation - Strategic Workforce Plan Presentation (02:00 - 03:30) • Group activity: Presenting a workforce restructuring case to leadership • Feedback, action planning, and certification wrap-up

Certification

Participants will receive a Certificate of Completion in Innovations in Workforce Planning - Including Rightsizing, confirming their ability to lead agile, data-informed workforce initiatives that support long-term organizational resilience and transformation.

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