MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

BUDGETING & BUDGET CONTROL OF THE HR FUNCTION/EFFECTIVE MANPOWER PLANNING

"Learn to plan, allocate, and manage HR budgets effectively while optimizing workforce planning for organizational success."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective HR budgeting and manpower planning are critical for aligning human resources with organizational goals and financial constraints. This course provides HR professionals, managers, and finance collaborators with the skills to design, implement, and monitor HR budgets. It also covers techniques to forecast workforce requirements accurately, optimize staffing levels, and ensure cost-effective allocation of resources. Participants will gain a practical understanding of budget preparation, financial controls, and manpower planning strategies, enabling organizations to maximize productivity while controlling HR costs.

Objectives

- Understand the principles of HR budgeting and financial planning.
- Prepare, monitor, and control HR budgets in alignment with organizational priorities.
- Forecast workforce requirements based on business needs, attrition rates, and productivity metrics.
- Identify cost-saving opportunities while ensuring adequate staffing.
- Analyze HR expenditure trends and make data-driven financial decisions.
- Integrate manpower planning with strategic HR and organizational objectives.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Attend

- Learn how to plan and control HR budgets effectively to support business goals.
- Gain the ability to optimize workforce planning and reduce staffing-related costs.
- Improve decision-making regarding recruitment, promotions, training, and workforce deployment.
- Enhance the strategic contribution of HR to overall organizational performance.

Target Audience

- HR professionals responsible for budgeting, manpower planning, or HR operations.
- HR managers and team leaders involved in strategic workforce planning.
- Finance professionals collaborating with HR on budget preparation and monitoring.
- Organizational leaders responsible for aligning HR resources with business needs.

Individual Benefits

- Develop skills to create, manage, and control HR budgets.
- Learn techniques for effective manpower planning and resource allocation.
- Gain the ability to link HR budgeting and staffing to strategic business objectives.
- Enhance analytical skills for workforce forecasting and cost optimization.

Organizational Benefits

- More efficient and cost-effective HR function.
- Optimal allocation of human resources aligned with business priorities.
- Improved ability to forecast staffing needs and control HR-related costs.
- Enhanced planning for workforce expansion, training, and talent retention.

Instructional Methodology

- Interactive lectures on budgeting principles, HR cost management, and workforce planning.
- Case studies to analyze HR budgets and manpower planning challenges.
- Practical exercises on budget creation, monitoring, and variance analysis.
- Workshops on forecasting workforce requirements and aligning them with organizational strategy.
- Group discussions to identify best practices and cost-saving strategies in HR operations.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Course Outline

1. **Introduction to HR Budgeting**
   - Understanding HR costs and budget components.
   - Principles of budgeting and financial planning for HR.

2. Preparation and Allocation of HR Budgets

- Developing annual HR budgets aligned with organizational strategy.
- Allocating funds for recruitment, training, benefits, and payroll.

3. Monitoring and Controlling HR Budgets

- Tracking HR expenditures and variances.
- Implementing financial controls and cost-saving measures.

4. Effective Manpower Planning

- Forecasting workforce needs based on business objectives.
- Analyzing attrition, productivity, and staffing requirements.
- Balancing workforce supply and demand.

5. Linking Budgeting with HR Strategy

- Integrating manpower planning with organizational goals.
- Prioritizing HR initiatives within budgetary constraints.

6. Practical Exercises and Case Studies

- Preparing mock HR budgets and monitoring exercises.
- Workforce planning simulations for different business scenarios.
- Cost-benefit analysis of HR programs and staffing decisions.

Certification

Participants will receive a Certificate in HR Budgeting & Effective Manpower Planning upon successful completion, demonstrating their ability to manage HR budgets and optimize workforce planning strategically.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

Follow us: **Facebook** **Twitter** **YouTube** **LinkedIn** **Instagram**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.