



# HM070: Budgeting and Budget Control of the HR Function/ Effective Manpower Planning





## Training Description:

This course will provide delegates with the skills needed to fully understand the costs involved with HR that allow them to present a realistic case to management. It will feature case studies, business simulation and practical group exercises to show delegates how to prepare, monitor and control the HR budget and, most importantly, understand the link between organisational finance and HR budgets. The course will involve working in pairs and in teams on case studies together with practical exercises from leading organisations in the Gulf region to gain real hands-on experience of the budget process.

## Training Objectives:

By the end of the training, participants will be able to:

- ✓ Identify the key components and cost factors in HR and build an effective HR budget
- ✓ Develop advanced professional budgeting techniques which will help you manage and forecast effectively
- ✓ Build, monitor and control your HR budget and understand how it links to organisational finance
- ✓ Understand how linking budget control of HR and effective manpower planning will lead to organisational success
- ✓ Investigate how manpower planning can be strategically integrated into organisation and business objectives

## Training Designed for:

This course is intended for all for all HR professionals responsible for the budgeting and/or manpower planning of their organisations including HR Managers and Directors, Manpower Planning Managers, HR Officers and Supervisors, HR Analysts, Career Development Managers, Heads of HR, HR Specialists, Training Managers, Personnel Managers, Administration and Office Managers.

## Training Program:

### FIVE DAYS:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ What is a budget?
- ❖ The purpose of budgets
- ❖ Components of an HR budget
- ❖ Building an HR budget
- ❖ Budget metrics for HR
- ❖ Measuring financial performance
- ❖ The role of manpower planning within an effective organisation
- ❖ Developing a manpower plan
- ❖ Understanding the link between manpower plans and business financial plans
- ❖ Manpower planning and the requirements of localization
- ❖ Manpower planning and technology
- ❖ The role of human resources in manpower planning





- ❖ The successful manpower plan
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

### Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

### Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

### Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

### Training Fees:

**As per the course location** - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

### Training Timings:

#### Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

**For training registrations or in-house enquiries, please contact:**

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Training & Career Development Department

