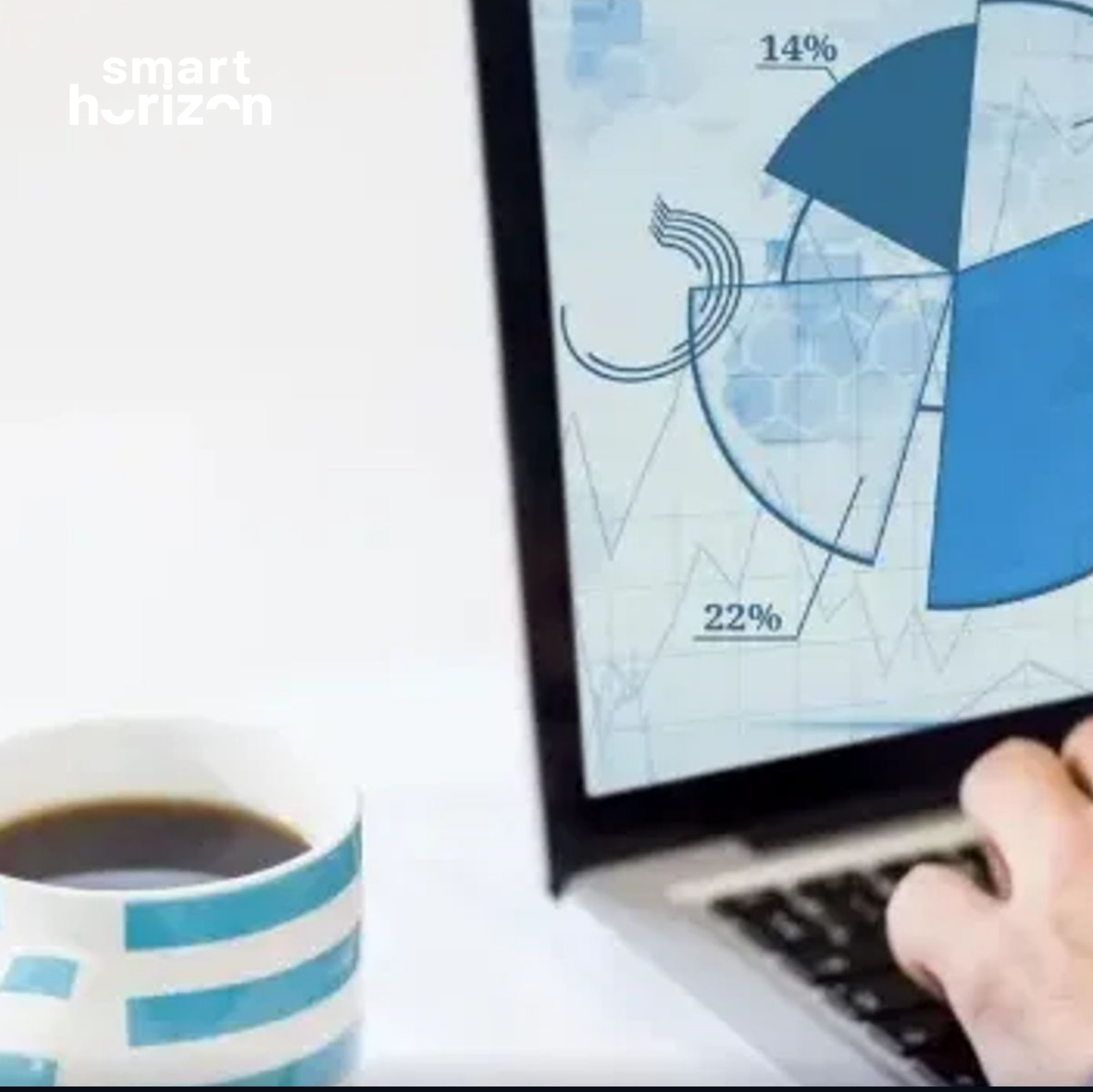


HUMAN RESOURCES | COURSE BROCHURE

Workforce Planning and Budgeting

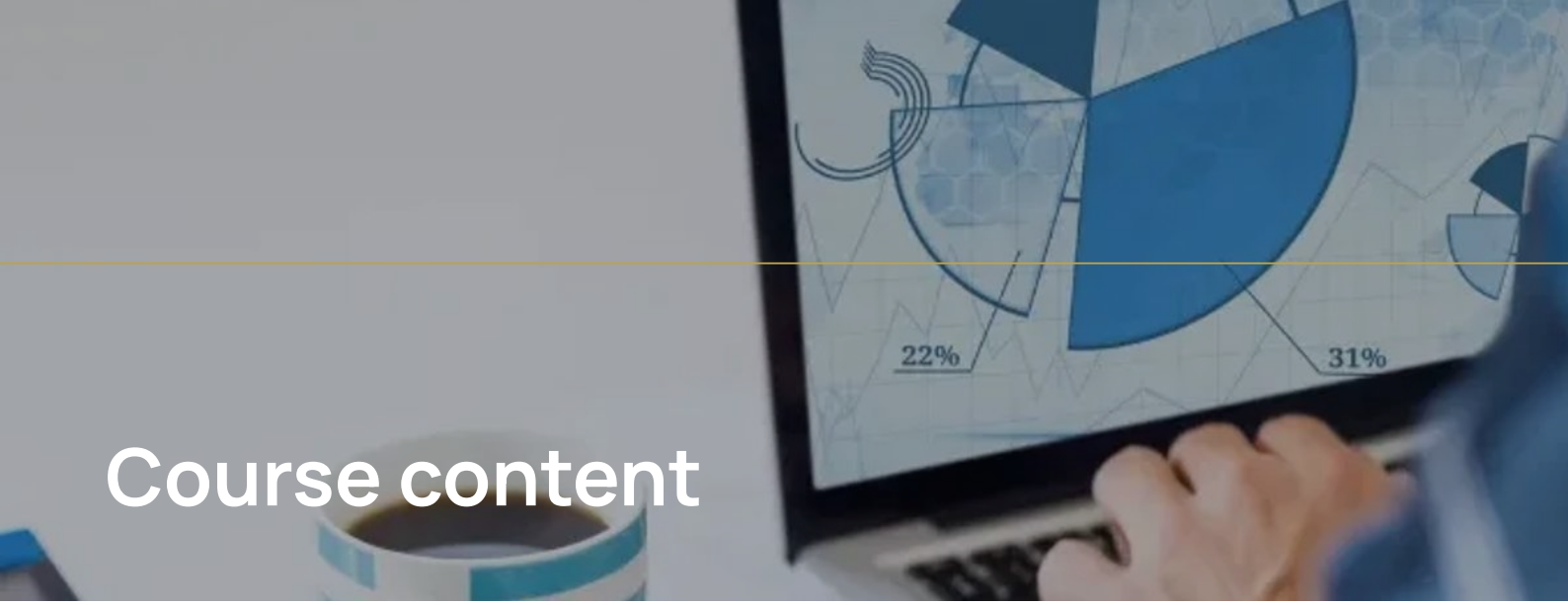
5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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Course content

Why attend

This course on Workforce Planning and Budgeting equips professionals with essential skills to align workforce needs with financial resources. Participants will learn to forecast staffing requirements, allocate budgets effectively, and optimise workforce utilisation to enhance organisational performance.

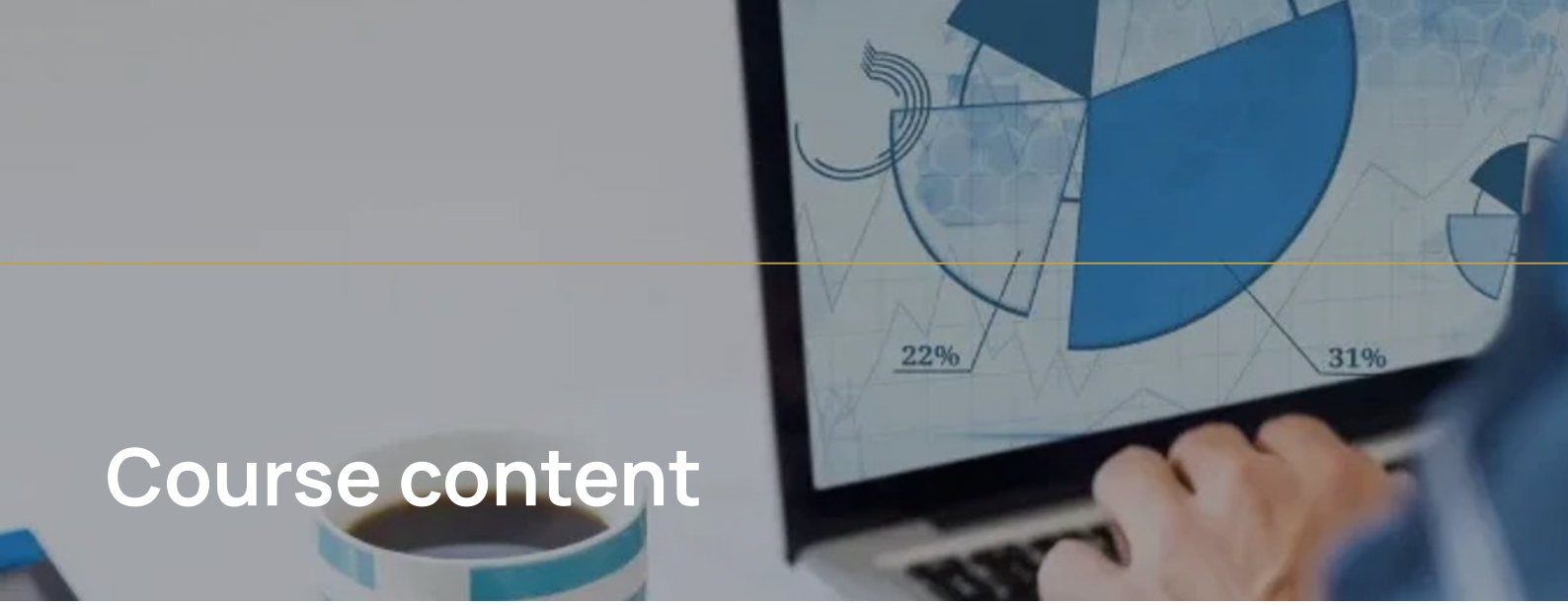
Workforce planning and budgeting are critical for organisations aiming to maximise efficiency and manage costs effectively. Professionals often face challenges in aligning workforce capabilities with strategic goals, leading to inefficiencies and budget overruns. This course addresses these issues by providing practical tools and methodologies for effective workforce management. Participants will learn to analyse workforce data, forecast staffing needs, and develop budget proposals that reflect organisational priorities, ensuring that they can make informed decisions that drive success and sustainability in their organisations. By mastering these skills, attendees will be better equipped to navigate complex workforce dynamics and contribute to long-term organisational success.
The ability to integrate workforce planning with financial management is essential for maintaining operational efficiency. Participants will engage in hands-on exercises that simulate real-world scenarios, enabling them to develop actionable workforce plans and budgets. By practising skills such as gap analysis and recruitment strategy formulation, attendees will gain the confidence to justify budget allocations and assess the impact of workforce changes on overall performance. This course prepares professionals to tackle complex workforce challenges, ensuring they can contribute effectively to their organisations' strategic objectives and financial health. Ultimately, this training will empower participants to drive workforce optimisation and enhance organisational resilience.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and simulations to facilitate learning. Participants will work through real-life scenarios that require them to apply workforce planning and budgeting techniques. Exercises will include developing workforce plans based on strategic goals, calculating budgetary needs using historical data, and conducting gap analyses to identify recruitment needs. Outputs include detailed workforce plans, budget proposals, and recruitment strategies, ensuring participants leave with tangible work products that reflect their learning and can be applied in their roles. This hands-on approach promotes collaboration and critical thinking, essential for effective workforce management, while also allowing for peer feedback to refine skills further.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse workforce requirements based on organisational goals and strategic plans.
• Calculate budgetary needs for workforce planning using historical data and forecasts.
• Diagnose gaps in current workforce capabilities and identify recruitment needs.
• Design a comprehensive workforce plan that aligns with budget constraints and organisational objectives.
• Prioritise staffing initiatives based on critical business needs and available resources.
• Construct a budget proposal that reflects workforce planning decisions and justifies expenditures.
• Assess the impact of workforce changes on overall organisational performance and budget outcomes.

Target audience

This course is suitable for:
• Human Resources Managers responsible for workforce strategy and budgeting.
• Financial Analysts involved in workforce cost analysis and budget preparation.
• Operations Managers needing to align workforce capabilities with operational needs.
• Project Managers tasked with resource allocation and budgeting for project teams.

Target competencies

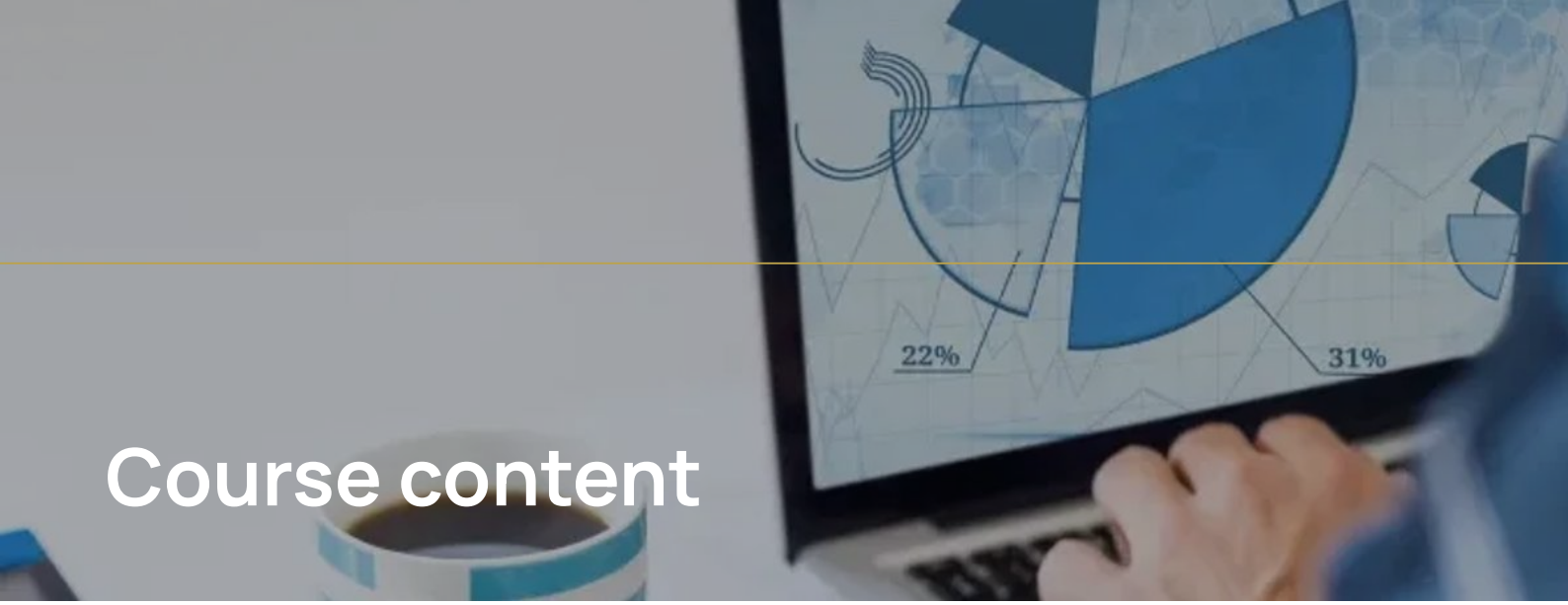
Participants will develop competencies in:
• Forecasting staffing needs based on business objectives.
• Budgeting for workforce requirements effectively.
• Identifying and analysing workforce capability gaps.
• Developing strategic workforce plans that align with financial constraints.
• Justifying budget proposals through data-driven analysis.
• Evaluating the impact of workforce decisions on organisational performance.

Course outline

Day 1: Understanding Workforce Planning Fundamentals

Applied activity: Participants will analyse a fictional company's strategic goals and identify workforce needs based on projected growth. They will use data to justify staffing requirements and present their findings to the group, focusing on how these align with budgetary constraints.
Output: A detailed report outlining workforce needs aligned with strategic objectives and budget considerations.

09:00–09:54	Define workforce planning and its importance in organisational strategy and performance.



Course content

09:54–10:48	Identify key components of effective workforce planning and budgeting processes.
10:48–11:00	Explore the relationship between workforce planning and financial management.
11:00–11:30	**Coffee break**
11:30–12:12	Explore the relationship between workforce planning and financial management. (continued)
12:12–13:06	Discuss the role of data analytics in workforce planning decisions.
13:06–14:00	Examine case studies of successful workforce planning initiatives and their outcomes.

Day 2: Budgeting for Workforce Needs

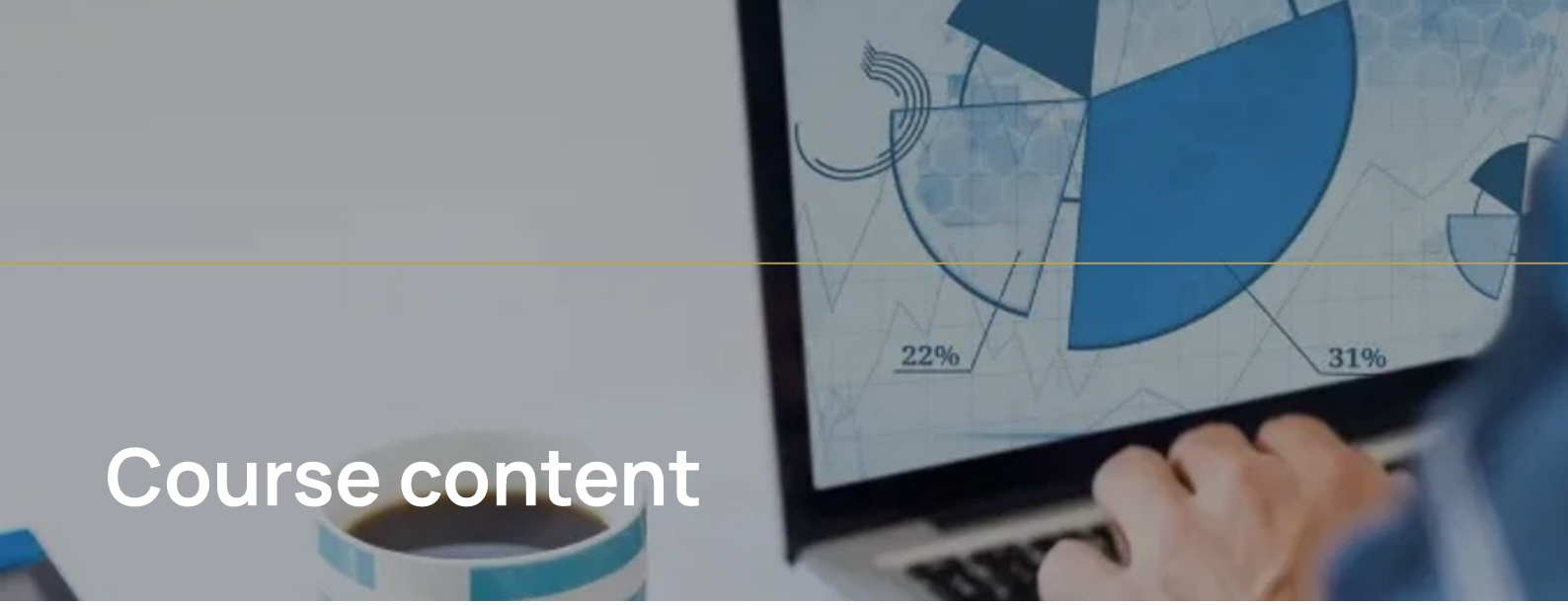
Applied activity: Participants will create a budget proposal for a fictional department based on workforce planning needs. They will justify their budget allocations, considering historical data and future forecasts, and prepare to present to senior management for approval.
Output: A comprehensive budget proposal document with justifications, forecasts, and alignment with strategic objectives.

09:00–09:54	Introduce budgeting concepts relevant to workforce planning and organisational finance.
09:54–10:48	Calculate workforce costs using historical data, forecasting methods, and industry benchmarks.
10:48–11:00	Discuss common budgeting challenges in workforce planning and strategies to overcome them.
11:00–11:30	**Coffee break**
11:30–12:12	Discuss common budgeting challenges in workforce planning and strategies to overcome them. (continued)
12:12–13:06	Explore tools and software for effective budget management in workforce planning.
13:06–14:00	Review case studies of budget allocation for workforce initiatives and their financial impacts.

Day 3: Gap Analysis and Recruitment Strategies

Applied activity: Participants will perform a gap analysis for a fictional organisation and develop a recruitment plan to fill identified gaps. They will present their strategies to the group for feedback, focusing on how these plans align with budgetary constraints and organisational goals.
Output: A recruitment strategy document that includes gap analysis findings and proposed actions for recruitment and retention.

09:00–09:54	Conduct a gap analysis to identify workforce capability deficiencies and training needs.
09:54–10:48	Develop recruitment strategies to address identified gaps and improve workforce effectiveness.



Course content

10:48–11:00	Explore retention strategies to maintain workforce stability and reduce turnover costs.
11:00–11:30	Coffee break
11:30–12:12	Explore retention strategies to maintain workforce stability and reduce turnover costs. (continued)
12:12–13:06	Discuss the impact of workforce diversity on planning and budgeting processes.
13:06–14:00	Evaluate recruitment metrics and their implications for budget planning and organisational performance.

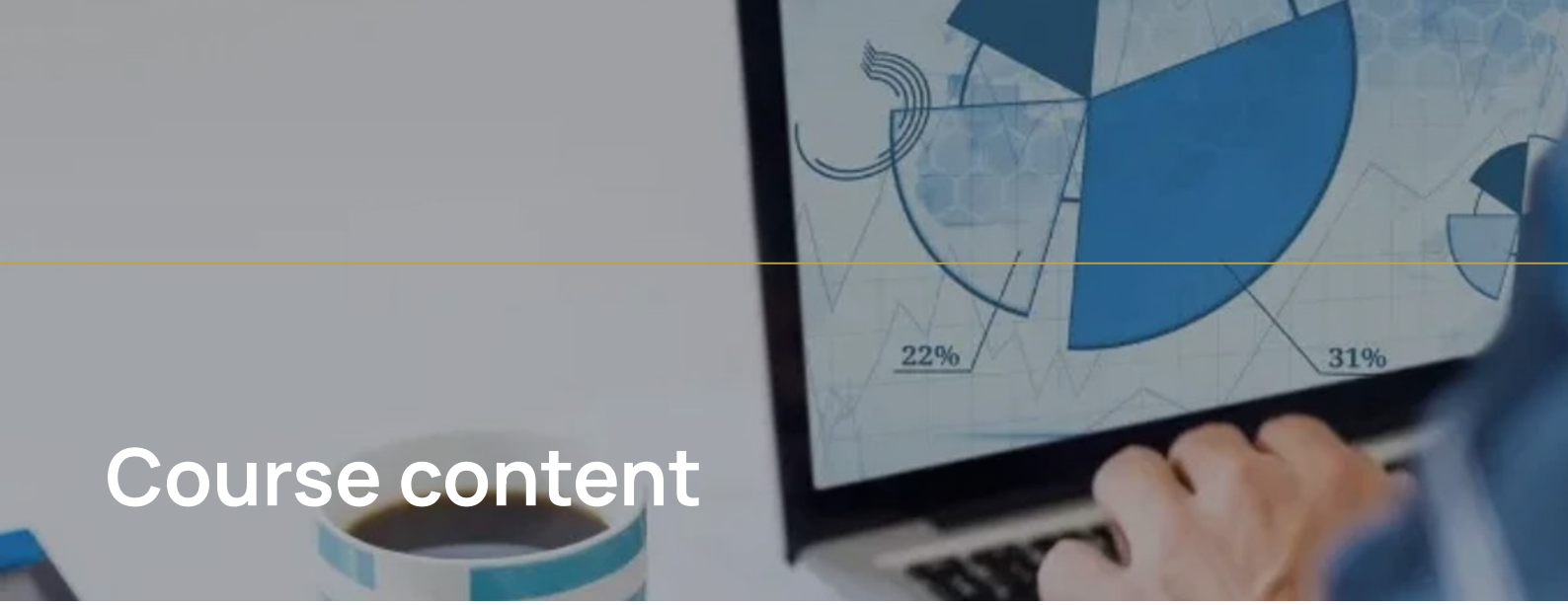
Day 4: Integrating Workforce Plans with Financial Strategies

Applied activity: Participants will develop an integrated workforce and financial strategy for a fictional organisation, considering various scenarios and potential impacts on both workforce and budget. They will collaborate in teams to ensure comprehensive coverage of all aspects.
Output: An integrated strategy document that aligns workforce planning with financial objectives and outlines implementation steps.

09:00–09:54	Explore the integration of workforce planning and financial management for optimal resource allocation.
09:54–10:48	Discuss the role of forecasting in aligning workforce and budget for strategic initiatives.
10:48–11:00	Identify key performance indicators for measuring workforce effectiveness and budget adherence.
11:00–11:30	Coffee break
11:30–12:12	Identify key performance indicators for measuring workforce effectiveness and budget adherence. (continued)
12:12–13:06	Evaluate the financial impact of workforce changes on the organisation's bottom line.
13:06–14:00	Review best practices for integrating workforce and financial strategies to enhance decision-making.

Day 5: Capstone Project: Comprehensive Workforce Planning and Budgeting

Applied activity: Participants will collaborate in teams to create a comprehensive workforce plan and budget proposal for a fictional organisation, integrating all concepts learned throughout the course. They will prepare a presentation to showcase their strategy and expected outcomes.
Output: A final presentation and a comprehensive workforce plan and budget proposal document that reflects collaborative efforts and strategic insights.



Course content

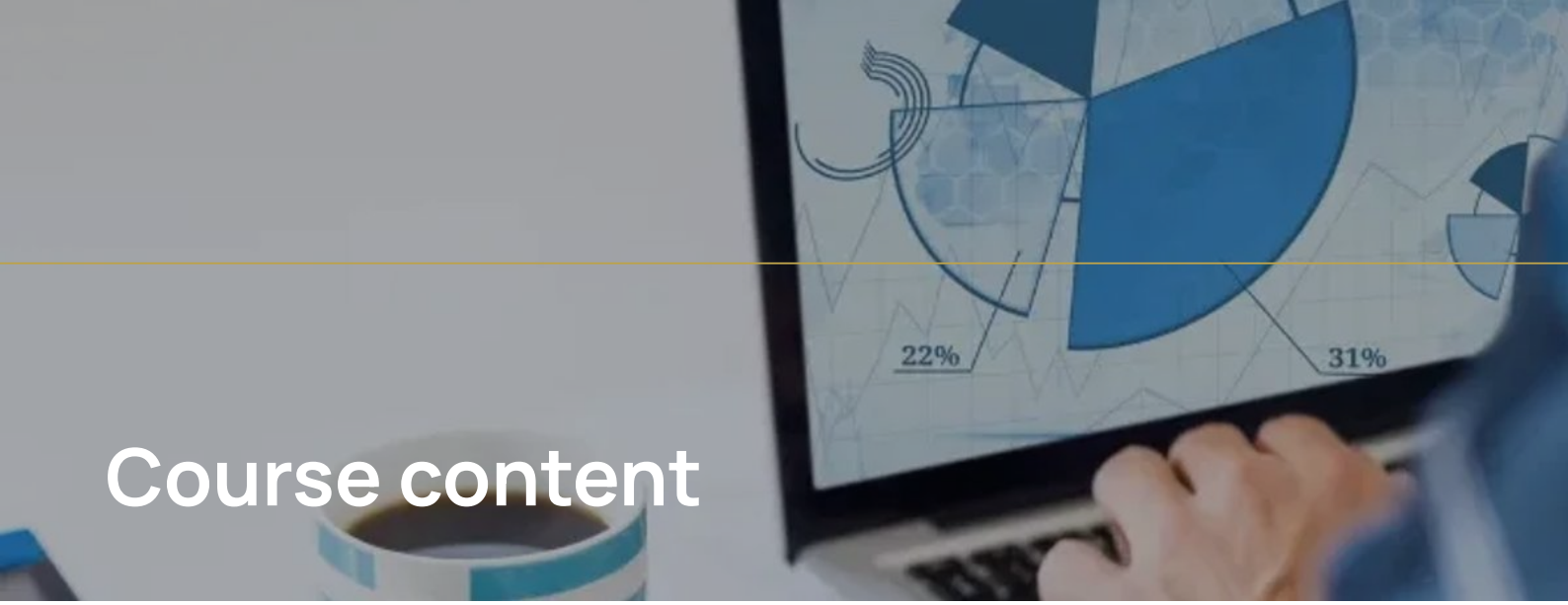
09:00–09:54	Review key concepts from the course and their applications in real-world scenarios.
09:54–10:48	Work on a comprehensive workforce planning and budgeting project in teams.
10:48–11:00	Collaborate to develop a complete workforce plan and budget proposal for a fictional organisation.
11:00–11:30	**Coffee break**
11:30–12:12	Collaborate to develop a complete workforce plan and budget proposal for a fictional organisation. (continued)
12:12–13:06	Present the project to peers for evaluation and feedback, focusing on strategic alignment and financial viability.
13:06–14:00	Discuss lessons learned and best practices for future application in workforce planning and budgeting.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

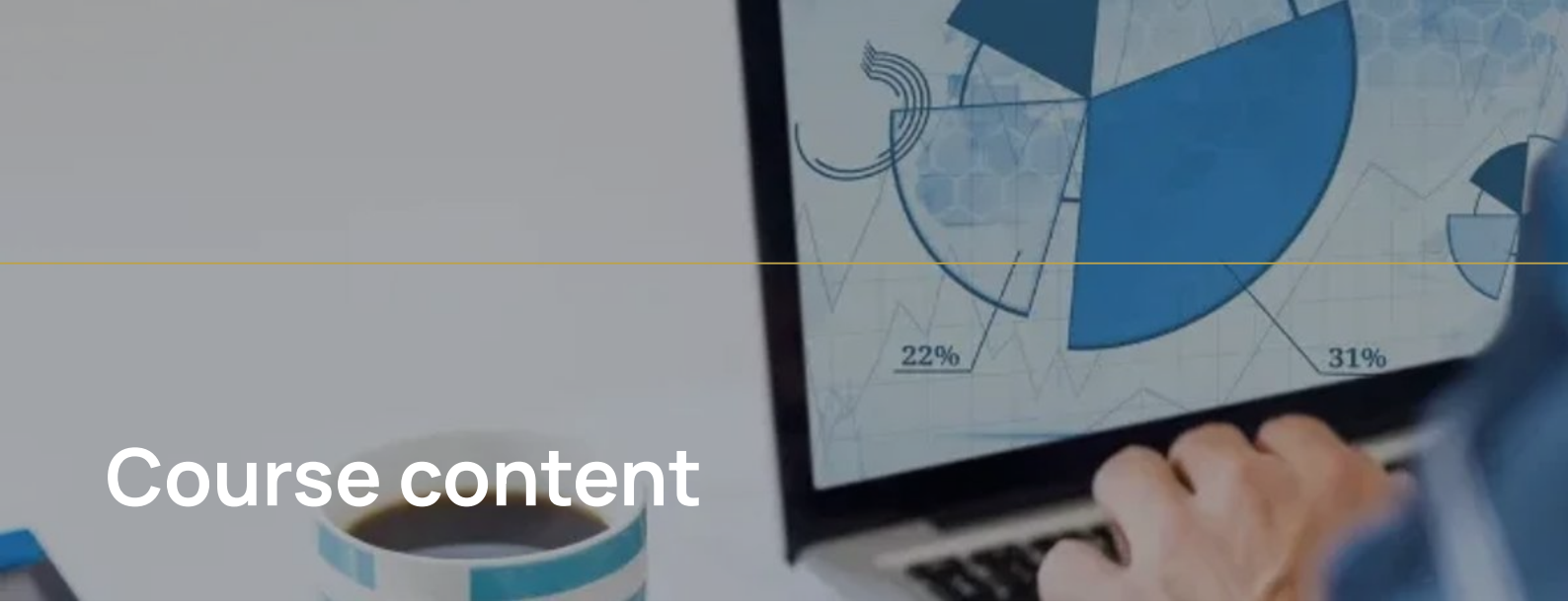
Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,650.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.-**
Barcelona Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,840.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

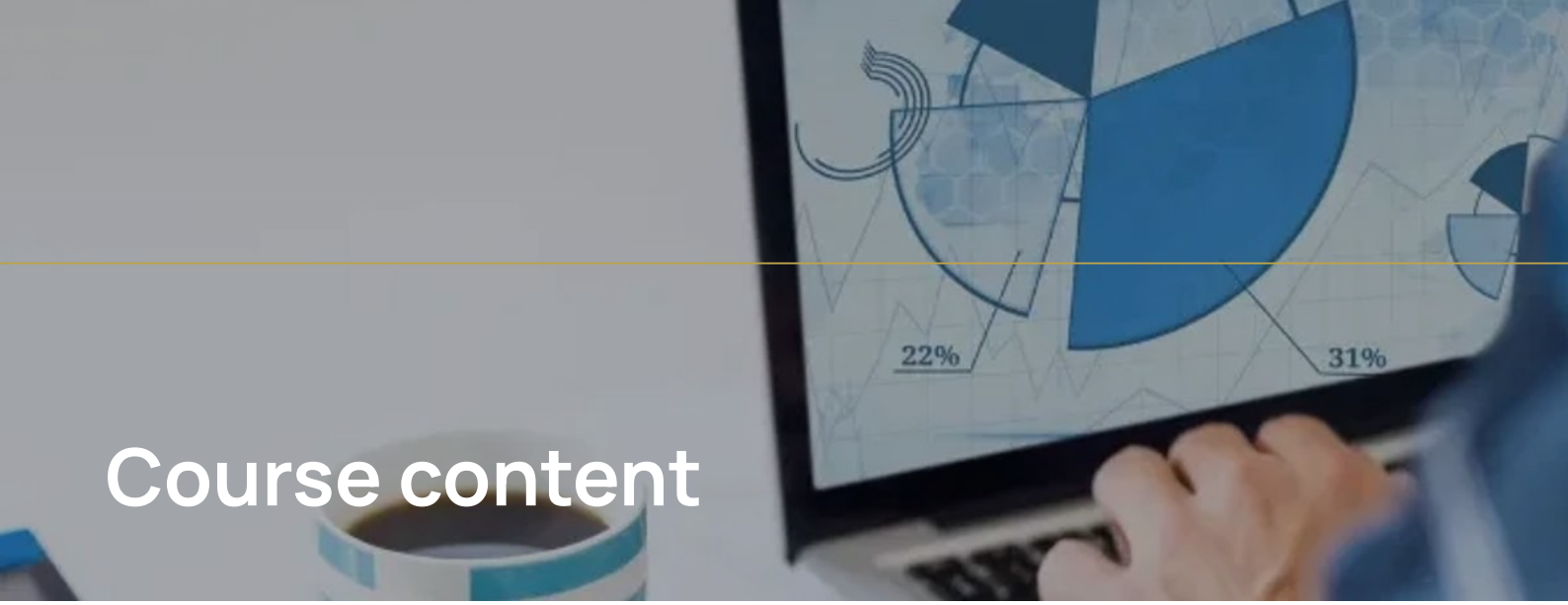
Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,540.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Singapore Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,820.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**£3,150.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

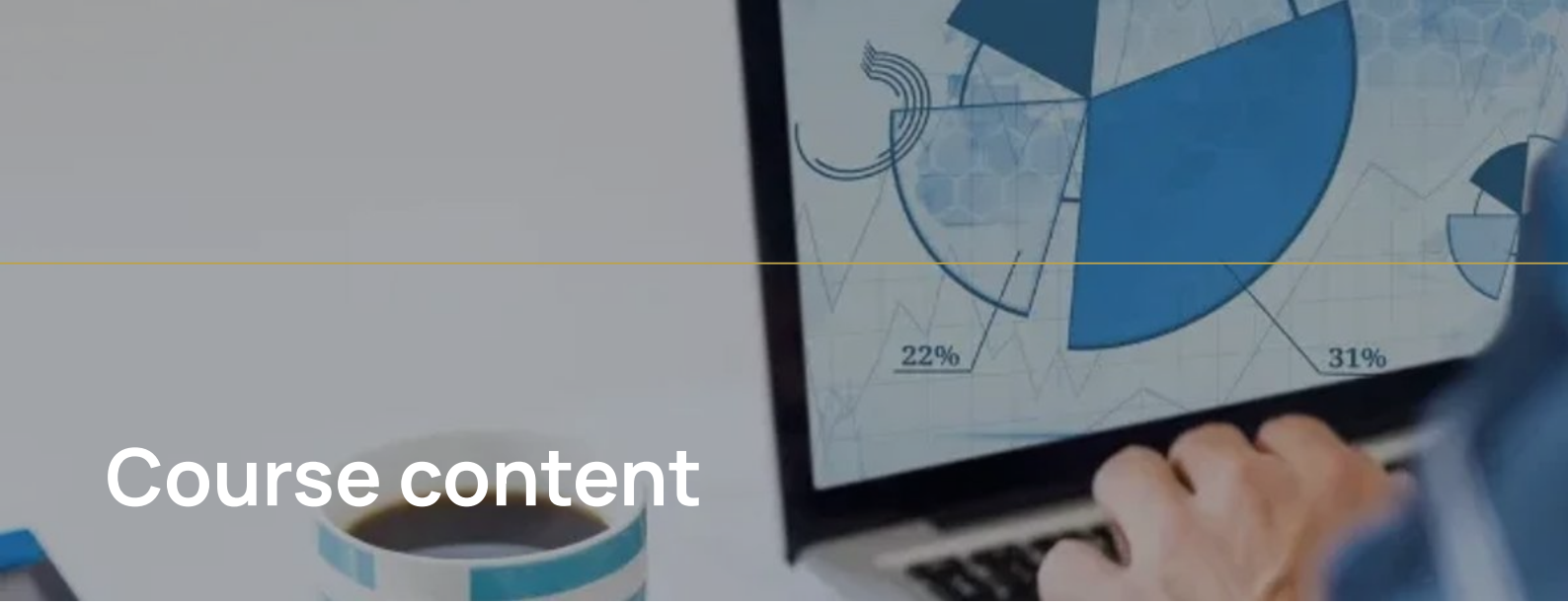
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,450.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Paris Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,860.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,890.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Istanbul Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,650.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**



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Dates, venues and fees (continued)

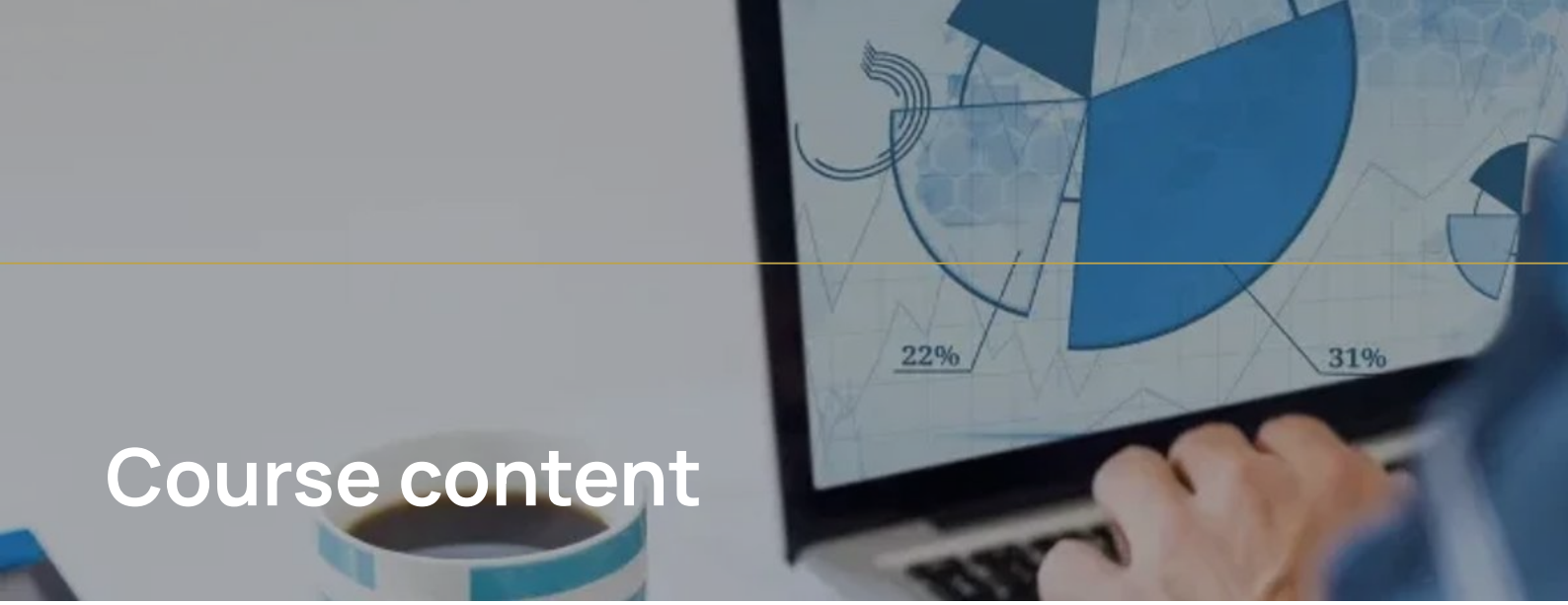
Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,540.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**
Singapore Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,820.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
London Confirmed dates	3 May 2027	7 May 2027	**£2,450.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Rome Confirmed dates	10 May 2027	14 May 2027	**£2,450.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Dubai Confirmed dates	17 May 2027	21 May 2027	**£3,150.-**



Course content

Dates, venues and fees (continued)

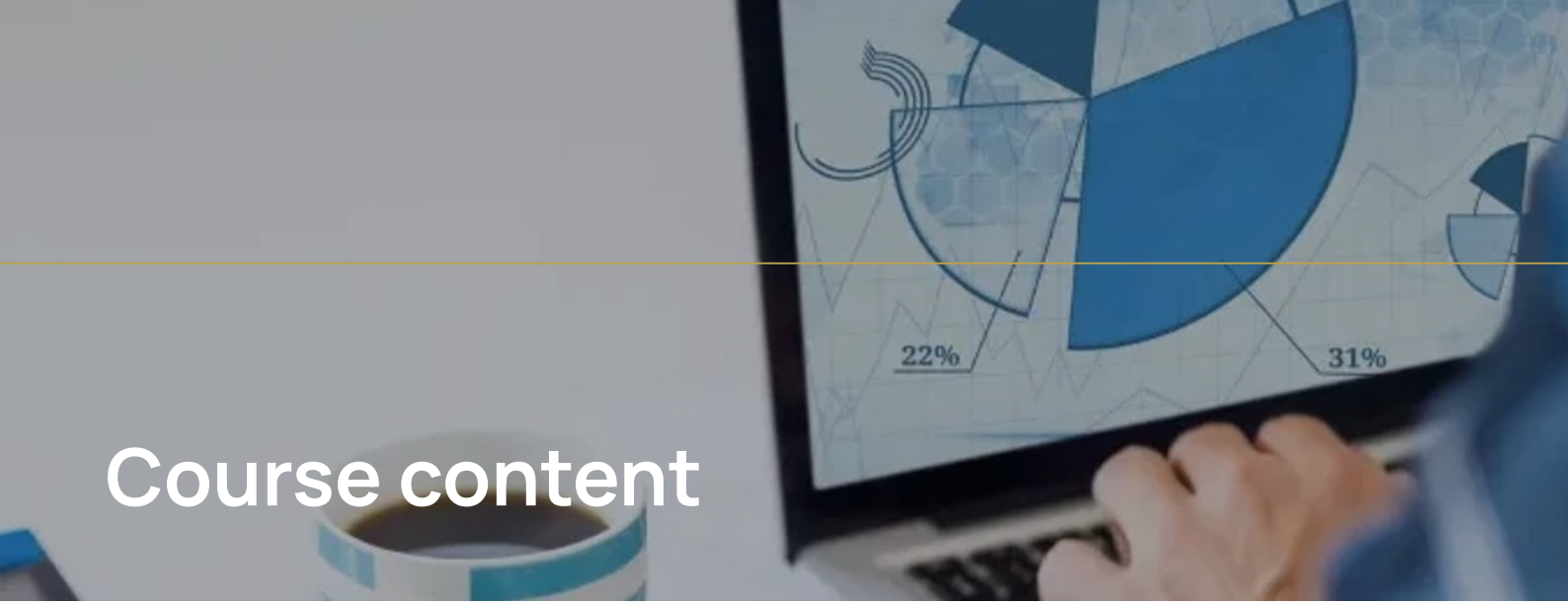
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,650.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Rome Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,450.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

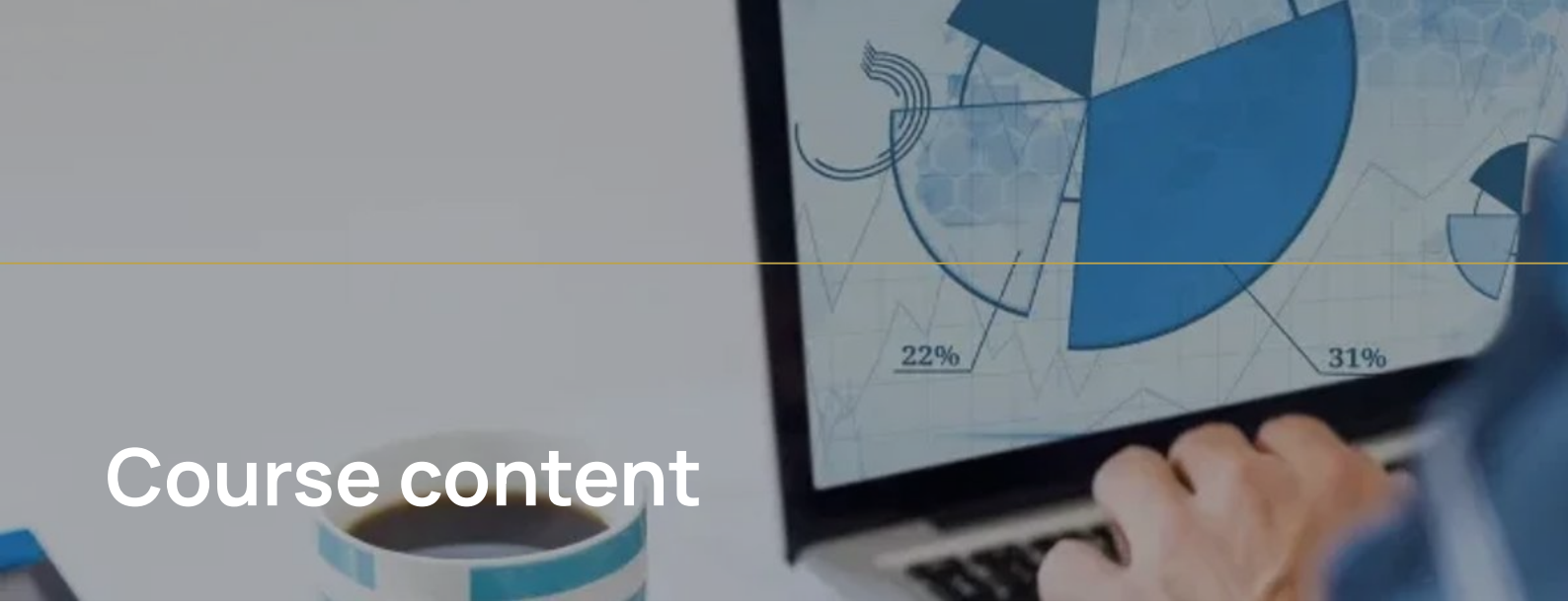
Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,650.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,540.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Singapore Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,820.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Vienna Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,940.-**



Course content

Dates, venues and fees (continued)

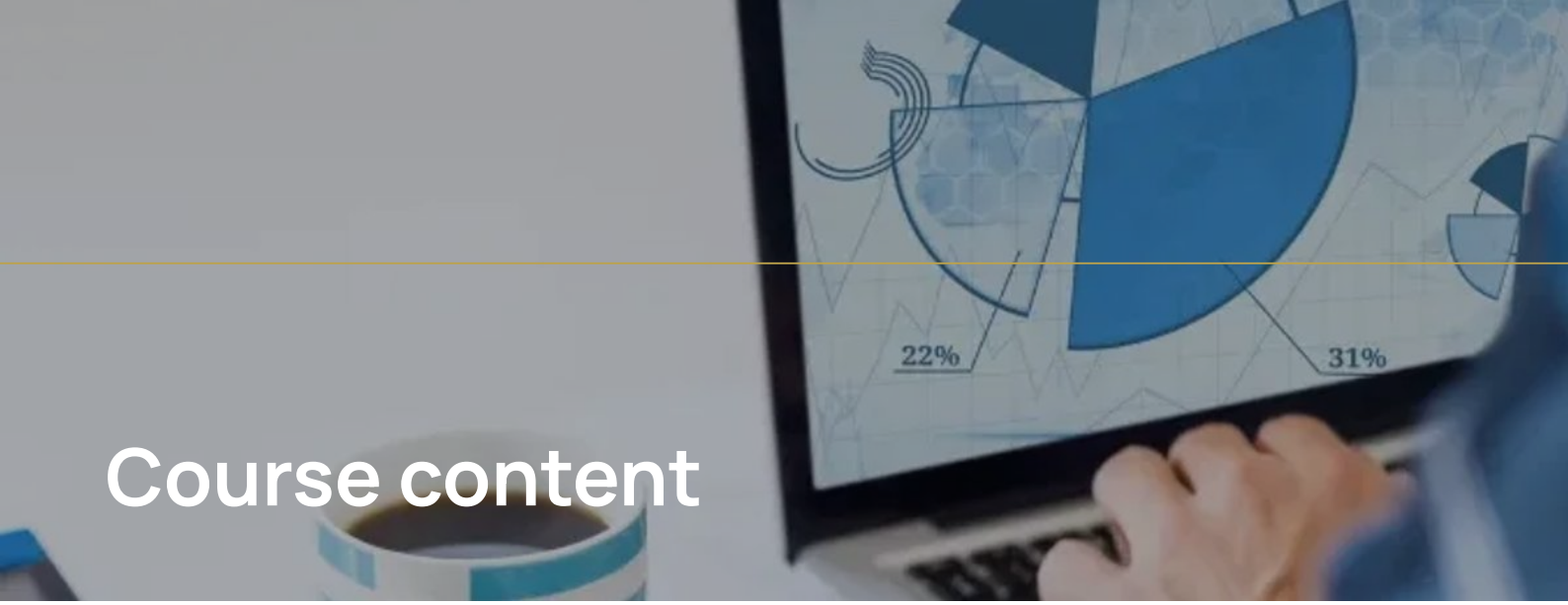
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**£3,150.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,650.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Paris Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,860.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,650.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Cape Town Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,890.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Amsterdam Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,540.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Singapore Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,820.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

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Contact Smart Horizon

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