

Creating Organisational Effectiveness through Workforce Planning

COURSE CODE : COEWP

DURATION : 2 Days

A course specifically designed to help reduce costs and significantly improve organisational performance

This is a new and very practical program, which features the latest innovations, methodologies and software needed for the workforce planners, efficiency planners and those who want to save costs and maximise efficiency from their workforce.

Some key features of this program include

- How to measure competence, performance and reliability and the Financial affect of turnover
- Mastering organisational design
- Learn how to do business mapping & workflow management to maximize efficiency
- Master the latest formula and what software is needed to have an effective organisation
- Find out is your organisation is the right size
- What are Talented people worth – we have the answer
- This is probably one of the best workforce planning courses available anywhere and offers a very high return on your investment if implemented

Objectives

At the end of this program delegates will be able to:

- Implement the new people strategic model for efficiency and be able to use the new change prediction tool in your work place
- Master the techniques of organisational design, downsizing and be able to use the set of formula to determine the optimum Rightsize for you organisation.
- Effect succession planning effectively by applying the three approach method
- Use new formula and techniques to accurately forecast productivity and critical trends in your organisation.
- Ability to do business process mapping to demonstrate the benefits of workflow management
- Understand and be able to use the new productivity dash board and by what method data can be projected for future use.
- Master the new formula that works in today's workforce planning
- Utilise new information to be able to determine the most effective and efficient group of people in your organisation using differentiation

Training Methodology

This program will incorporate the very latest in approaches; learning will be enhanced by many practical exercises in team, case studies, new DVD,s specific to this topic from 2014/2015. This program will be delivered by Dr T Miller, the world expert who is ranked number 1 in this field. He is also the author of the book **New Workforce Planning A-Z**.

Give Aways

- A comprehensive indexed manual which will include all of the slides used:
- Wall chart of the new strategic model
- Wall chart and memory cube of the Key new formula used in this program
- Copy of the Video on organizational change forecasting.

In Addition

The opportunity to meet and discuss your issues with one of the world leaders in organisational efficiency

Course Outline

1. Understanding the structure and strategy to maximise your human resource

- Your workshop objectives
- The importance of applying the new roles of workforce planning
- The meaning of a people focused strategy and how this new process works
- Establishing 10 key strategic inputs maximising people efficiency policies

2. Approaches to predict organisational change

- Identify factors that make change inevitable in the era where changes happens rapidly
- *Practical Exercise:* Predictive tools for organisational change – the *MILLER model - group exercise*
- *Industry Study:* The price of failing to act on changing circumstances
- *DVD Clip:* How the MILLER Predictive Change Model works

3. Determine the organisation design by numbers and how it should be done

- *Industry Examples:* The basis of organisational design: Symmetrical, Asymmetrical and People Centric
- *Group Work & Case Study:* Downsizing the right way of doing it
- *Practical Exercises: Rightsizing – Part One* - one of the most critical and beneficial tools to optimise any organisation in either the public or private sectors
- *Discussion:* Distinguishing what's right for you and your organisation

4. Measuring the exact value of your people – are they your most valuable resources or your biggest cost

- *Group Exercise:* Assessing the cost of the human resource by identifying which formula to apply when calculating cost or value of the 3 different groups in your organisation - talented, average and poor performers
- *Discussion:* Know the type of people in your organisation and their impact on others
- What is differentiation?
- How much are talented people worth? We know the answer.
- *Group Exercise:* Measuring the real value of each group type
- *Group Exercise:* how much poor performers actually cost your organisation
- *Rightsizing - Part two (exercise)*

5. Discover the critical formula needed in today's efficiency organisation

- Introducing some of the software that will work in producing good results
- *Discussion:* New approach to measure reliability of manpower planning
- *Case Study & DVD Clip:* How these new formula really work

6. The productivity dashboard – what to measure

- Evaluating and forecasting the competencies in the organisation – How it relates to the overall organisation quality
- Managing Performance
- Reliability – the missing element to secure sustainable productivity – how to measure it – and the software to automate this for managers
- *Case Study:* the real cost of avoidable turnover

7. Succession Planning and the role of workforce planning

- The role of workforce planning specifically related to succession planning
- Methods to improve the effectiveness of succession plans
- Three (3) practical ways to improve effective succession planning and achieve organisational continuity

8. Gaining practical insights on ways to improve organisation efficiency

- The reason why business process mapping is linked with workforce planning
- *Practical Exercise:* How to do business process mapping
- Producing the map and making massive organisational savings – *two (2) industry examples and group work.*
- *Case Study:* How Workflow improvements can make a dramatic improvement -at little cost -*DVD TV Clip:* Understand what is business improvement – An interview with Dr Tony 2015
- *Discussion:* Workshop review, how can we help you to put these 2 days into action

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
1	Mar 1	Effective Business Writing	EBW	1	HK\$3,480	HK\$3,180 Feb 5, 2016	Feb 10, 2016	C/E
	Mar 2	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Feb 5, 2016	Feb 10, 2016	C/E
	Mar 2-3	Analytical Thinking and Problem Solving	NEW ATPS	2	HK\$6,480	HK\$5,980 Feb 5, 2016	Feb 10, 2016	C/E
2	Mar 7	Performance Management and Coaching Skills for Team Leaders	NEW MPC	1	HK\$3,480	HK\$3,180 Feb 12, 2016	Feb 17, 2016	E
	Mar 8	The Five (5) Dysfunctions of a Team for Team Leaders	NEW SDT	1	HK\$3,480	HK\$3,180 Feb 12, 2016	Feb 17, 2016	E
	Mar 9	Intercultural Communication Skills	NEW ICS	1	HK\$3,480	HK\$3,180 Feb 12, 2016	Feb 17, 2016	E
3	Mar 15	Coaching to Develop Individuals	NEW CDI	1	HK\$3,480	HK\$3,180 Feb 19, 2016	Feb 24, 2016	C/E
	Mar 16	Effective Meeting Skills	EMS	1	HK\$3,480	HK\$3,180 Feb 19, 2016	Feb 24, 2016	C/E
	Mar 17	Creative Problem Solving	NEW CPS	1	HK\$3,480	HK\$3,180 Feb 19, 2016	Feb 24, 2016	C/E
	Mar 18	Win-Win Negotiation	WIN	1	HK\$3,480	HK\$3,180 Feb 19, 2016	Feb 24, 2016	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

** We accept P. Cards

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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