

MANPOWER ANALYSIS

Start Date:	10/08/2026	End Date:	14/08/2026
Categories:	Human Resources	Venues:	Durban
Formats:	In Person	Instructors:	

OVERVIEW

This practical course teaches HR professionals how to evaluate workforce structures and optimize headcount planning. It focuses on aligning manpower with organizational strategy and operational needs using data-driven methods.

OBJECTIVES

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

- Perform headcount analysis by department, level, and role.
- Identify inefficiencies and over/understaffing.
- Forecast manpower requirements based on business growth.
- Develop workforce cost models and productivity ratios.
- Support strategic HR planning through data.

COURSE OUTLINE

1- Manpower Planning Concepts and Workforce Segmentation
2- Headcount Analysis and Workforce Costing
3- Productivity Metrics and Ratio Analysis
4- Forecasting Tools for Workforce Planning
5- Workforce Optimization Case Studies

TARGET AUDIENCE

All Supervisory Levels, HR planners, manpower controllers, workforce analysts, and HR managers in large organizations.

METHODOLOGY

Data modeling, Excel dashboards, forecasting scenarios, and workforce strategy labs.

CONCLUSION

Participants will gain the ability to assess workforce composition and recommend staffing solutions that enhance organizational performance.

DAILY AGENDA

Day 1: Workforce Structuring and Mapping

Segment roles and align organizational structures with business functions.

Day 2: Headcount and Cost Analytics

Analyze current workforce data for costs, ratios, and structure gaps.

Day 3: Forecasting Future Manpower Needs

Use Excel and demand projections to model future staffing.

Day 4: Efficiency and Productivity Metrics

Develop KPIs and ratios to assess departmental efficiency.

Day 5: Restructuring and Optimization Strategy

Present optimization proposals based on manpower analysis findings.

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