



INTERNATIONAL
CONSULTANTS TO BUSINESS



“... providing unique training courses designed BY Managers for Managers.”

Management Training & Business Courses

The 30 unique training courses are part of the only program of its kind in Australia. It is for business owners, (small to medium), current managers wanting to upskill and staff intending to become a manager in the future. Trainees can select to do one or more of the 30 courses that they feel are currently relevant now in their career. Their training will also have a valuable benefit to the businesses they are working for. The courses are delivered uniquely and easily on-line, any time and on any device. Also included with the training is online tutoring, mentoring and assessment.

Resource Planning and Development

1.0 Introduction

2.0 Human Resources forecasting

2.1 Importance of forecasting

2.2 Forecasting models

2.2.1 Work study model

2.2.2 Managerial judgment model

3.0 Succession and replacement planning

3.1 Internal supply planning

3.2 Organisation planning

4.0 Human resources planning in practice

4.1 The issues and responses.

4.2 Resource costing

4.3 Resource planning in an operations environment

5.0 Control of human resources

5.1 Human resources as capital

5.2 Traditional accounting

6.0 Costing human resource activities

6.1 Training

6.2 Absenteeism

6.3 Turnover

7.0 Job design and analysis

7.1 Job definition and analysis

7.2 Process of job analysis

7.3 Job evaluation techniques

7.4 Job analysis data

7.5 Job design principles

7.5.1 Division of labour

7.5.2 Time and motion studies

7.5.3 Developing a job description

8.0 Recruitment and selection

8.1 The recruitment process

8.2 External recruitment

8.3 Selection

9.0 Retrenchment and redundancy

10.0 Reengineering

10.1 What is reengineering

11.0 Summary.

Purpose:

To develop the knowledge and skills required for effective human resources planning and to demonstrate the importance for creating a resource strategy and development plan for an organisation.

Aims:

To be able to plan and develop human resource needs for an organisation.

Objectives:

As an outcome of completing this topic you will be able to:

- Plan and forecast resource requirements.
- Evaluate recruiting methods and strategies
- Develop a resource strategy
- Identify recruitment alternatives
- Plan a resource development program
- Understand the principles and goals of reengineering.

Introduction

Manpower planning or Human Resources planning as it is known today is an area which is void of sound and professional practices in most organisations.

Resource estimates for budgeting requirements are often based on questionable figures, or simply on projected growth. However, senior management are now more discerning in the granting of approval to increase resources.

Typical questions being asked include:

- Why do we need extra resources?

- What are the budgeting projections that support such increase in costs?
- What are the current achievements in productivity and efficiency?
- What alternatives have been considered?
- What are the pros and cons of outsourcing these activities?

A business manager must have access to data which will enable the manager to develop a resource plan which accurately reflects an area's needs.

This requires knowledge and understanding of how to measure the usage of resources in a range of roles, as well as relating revenues to resource costs.

In the past, managers may have been successful in pleading an emotional case based on job pressures, stress and absenteeism. The manager today must demonstrate professionalism in resource planning and consequently be able to determine how resource hours are being used in a wide range of activities.

Variations in demand can further complicate calculations. Therefore it is important to maintain historical records in such circumstances in order to confidently predict peaks and troughs in workloads. In this regard the marketing department have a very responsible role in terms of forecasting sales for the 12 months ahead.

**Including Online Tutoring, Mentoring and Assessment.
Course report available to the employer, on request.**

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Testimonials of Excellence

"Even with my 10 years' experience in a service department as a supervisor, this course has given me more confidence and direction, I now see things from a management perspective and am able to deal with situations more competently."

Stephen W, OCE (Australia)

"My job satisfaction has increased and I believe that I am becoming a more valuable contributor to my organisations operations."

Lindsay W, Service Solutions P/L (Australia)

"Excellent, first class content. Balanced delivery. The value of this course is the scope. It covers the many aspects of management and provides a very good understanding of all the areas covered."

Tom McD, Siemens Nixdorf (Australia)

"It enables the line manager to effectively converse with, and understand other departments in an organisation."

Martin B, Schindler Lifts (Australia)

YES - we would like further information on the training courses for our staff and members, and also receive a FREE business publication.

Contact Garry Prigg for more information -

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Garry Prigg
FOUNDER AND CEO
International
Consultants to Business

"These courses will be invaluable to business owners and their staff to upskill on specific business training needs."