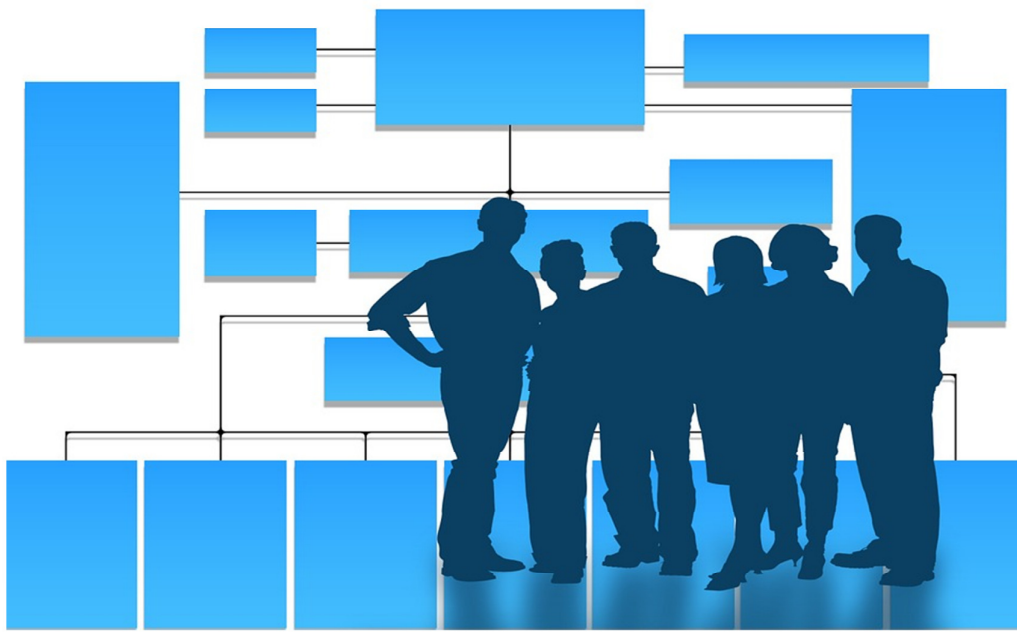


WORKFORCE PLANNING,

TALENT MANAGEMENT AND QATARINIZATION



PROGRAM OVERVIEW

Today's HR Manager cannot choose not to involve himself/herself in the Management of Career Development and Succession Planning, decisions are made and events occur. The choice is how much you intend to be a *master* or *victim* of those events.

This program therefore concentrates on the practical aspects of this topic by establishing a clearer relationship between the work to be done and the type of people available to do it. Not only in the present but as far as possible into the future as appropriate.

By establishing a positive framework for the above this will enable a company to clearly identify the potential career talent on-hand and develop qualities through coaching and mentoring interventions.

Through this program you will learn the power of integrating your company's infrastructure of HR assessment, planning and development tools into a single cogent system. This program also explains how to align your company's people with the current and future needs of the organization by placing employees in positions that maximize their value.

PRORAM OBJECTIVES

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

- *Clarify values for planning and managing a succession process.*
- *Develop talent systems to plan for and quickly fill crucial vacancies at all levels.*
- *Calculate the cost of poor succession management and its organizational impact.*
- *Develop strategic executive and management coaching and mentoring systems.*
- *Apply methods to develop and retain top talent that builds and preserves your organization's intellectual capital.*
- *Assess current and future resources for seamless succession planning over a 5-Year period.*
- *Identify career progression stages and how to transition between them.*
- *Design Personal Competency Portfolios for progression.*
- *Develop manpower planning techniques that reduce wastage.*
- *Build a Job Profiling and Job Analysis framework.*
- *Create a strategic approach to recruitment and development.*

WHO SHOULD ATTEND

This constructive workshop was originally designed for HR personnel to understand and design their own plans but we now find increasingly more technical managers and engineering professionals attending who are required to produce career plans for their departments and consider succession replacements.

PROGRAM DURATION

4 days

PROGRAM LANGUAGE

English

PROGRAM METHODOLOGY

The program is of relevance to those people who need to turn their career plans into reality by developing a practical succession plan. This will be achieved by delegates reviewing various examples of plans and career development systems in use today and practising the ways of construction. The merits of the various systems will be studied through a series of activities, case studies, exercises and diagnosis.

The program is designed as a workshop event with the explicit aim to reach a conclusive result that will enable the delegates to assimilate the ideas presented and discussed into a working system for their company.

If time permits, on the final day delegates can present their ideas to the group for review and comments, which would lead to a definitive approach to workforce planning, talent management and nationalisation.

PROGRAM OUTLINE

DAY ONE – Introduction to Human Resource Planning

Strategic H.R. Planning

Human Resource Planning
Supply and Demand
Forecasting
Manpower Planning Framework
Linking Business Strategy to Human Resource Planning
People Planning
Quantitative versus Qualitative
Supply and Wastage
Manpower Planning Cycle
Case Study

Competency Based Planning Systems

The Functional Organisation
Organisation Profile
The AMA Model
Competencies and Outputs
Levels of Competency
Career Development Teams
Personal Competency Portfolios
Management Matrices

DAY TWO- Workforce Planning

Succession Planning and Trend Analysis

Succession Planning – A General Framework
Career Succession Diagrams
Age/Competency Distributions
Camel Curves
Replacement and Succession Plans
Organisation and Succession Charts
High-Potential Analysis

Nationalisation/Saudization

Overview of nationalisation schemes
Historical and economical context
Challenges and Time Constraints
Retention versus Movement of National Talent
Strategic solutions
Cost/benefit analysis
Quick Fix versus Long Term

Delivering the Plan

Evolution of Human Resource Planning
Forces Affecting Human Resource Management
Strategic Partners
Four Steps to Succession Planning
Career Management Systems

DAY THREE - Career Development for Succession

The Interface

The Need for Career Development Planning
Interface between Career Development and Human Resource Planning
Career Planning
Organisational Career Development
Career Anchors
Progression Charts
Self-Development
Candidate Performance

Models for Development

Career Development Planning Model
Planning Processes
Career Development Teams
Training Policy
The Manager's Role
Coaching and Mentoring
The Selection Process
Career Development Portfolio

DAY FOUR – Planning and Talent Management

Introduction to a Talent Management System in your Organisation

Creating the Talent Plan
Four Steps to Creating a TMS
Performance Appraisals
Fast Track Talent
Leadership and Talent
Building Blocks of Talent
Recruitment Process Model
Development Potential in Diverse Candidates
Evaluate Candidate Performance
The Crystal Ball
The Case for Coaching

FACILITATOR/PRESENTER PROFILE



John B. Straker
M.Sc., P.G.C.E., C. Eng., M.C.I.P.D.
(British National)

John is an U.K. citizen who is a presenter of programs in the Management Sciences as well as a specialist Consultant in Human Resources, delivering training programs and undertaking H.R. projects for major corporations on a range of Organizational and Human Resource issues.

As a Principal Specialist in his field, he has extensive worldwide experience implementing performance solutions, graduate development programs, succession plans, establishing 'greenfield' H.R. functions and creating major management training and development centres of excellence and delivering seminars.

His HR and management development experience spans over 30 years in a global environment, working for a diverse range of multinationals including; Shell, Chevron/Texaco (Kuwait), Caltex (Bahrain), Foster-Wheeler (Yanbu) etc. This selection of companies has given him the opportunity to live and work in a variety of countries such as: Australia, New Zealand, Canada, USA, Europe and the Middle East.

Work Experiences in the Middle East and Qatar

- 2012 Negotiation Skills for QP
- 2012 Leadership for QP
- 2012 Negotiation for QP
- 2012 Management for QP
- 2013 Supervisory Skills QAFCO
- 2013 Leadership for QP
- 2014 Supervisory Skills for QAFCO

His academic posts include lecturing for the University of Wales, NEWI College and the other academic posting was with the King Fahad University of Petroleum and Minerals in Dhahran, Saudi Arabia.

John has held very senior positions in the management and human resource fields, for example; Consultant to the Vice President of Chevron, Group Manager of Human Resource Development for the Savola Company, Jeddah, Learning Program Manager, Foster-Wheeler, Yanbu and Head of Employee Development for Dubai Aluminium.

During his time in Dubai, he created - from a green-field site – the management and graduate development center for the oil, gas and aluminium industries. The Centre was opened by H.R.H. Princess Anne and recognized by the World Bank as one of the most advanced centers for HRD in the Middle East. Later in his career, he established the

Management Centre of Excellence for Savola in Jeddah, which became a self-funding institute due to the demand for the first class presentation of its programs.

Presently, he now conducts programs in Qatar, UAE, Bahrain, Oman and Saudi Arabia in a range of management and supervisory programs and human resources plus undertaking H.R. projects to help organizations improve performance at the individual and organizational level. **His interests lie in developing potential in all employees by creating a highly interactive learning environment.**

John, therefore, conducts programs that are action oriented in style, with group and individual participation. His aim is to deliver programs that meet the organizational needs with the goal of achieving business results.