

Budgeting & Budget Control of the HR Function/ Effective Manpower Planning

Course One

Certificate in Budgeting & Budget Control of the HR Function

15 – 17 July 2018*

Kempinski Hotel, Mall of the Emirates, Dubai, UAE

9 – 11 December 2018*

The Address Hotel, Dubai Marina, Dubai, UAE

Course Two

Certificate in Effective Manpower Planning

18 – 19 July 2018*

Kempinski Hotel, Mall of the Emirates, Dubai, UAE

12 – 13 December 2018*

The Address Hotel, Dubai Marina, Dubai, UAE

On These Courses, You Will:

1. **Identify** the key components and cost factors in HR and build an effective HR budget
2. **Develop** advanced professional budgeting techniques which will help you manage and forecast effectively
3. **Build**, monitor and control your HR budget and understand how it links to organisational finance
4. **Understand** how linking budget control of HR and effective manpower planning will lead to organisational success
5. **Investigate** how manpower planning can be strategically integrated into organisation and business objectives

OFFER

3 FOR 2

Save up to **\$1000**
by booking early!

informa

Informa's training programmes and solutions are delivered by renowned industry experts and thought leaders with extensive practical experience. Our courses are stimulating, comprehensive and well structured, allowing delegates to enhance their professional development and capability.

We are a leading training provider in the Middle East, with a portfolio of subject matter across the following sectors:

- Audit, Risk & Governance
- Business Operations
- Engineering, Operations & Maintenance
- Finance
- Healthcare
- Human Resources
- IT
- Leadership & Management
- Marketing, Sales & Communications
- Oil & Gas
- Procurement & Supply
- Professional Development
- Project Management
- Real Estate
- Strategy Management
- Telecoms

Course Requirements And Certificates

Delegates must meet two criteria to be eligible for an Informa Certificate of Completion for a course:

1. Satisfactory attendance – delegates must attend all sessions of the course. Delegates who miss more than 2 hours of the course sessions will not be eligible to receive a Certificate of Completion.
2. Successful completion of the course assessment

Delegates who do not meet these criteria will receive an Informa Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended.

Assessment

The assessment for each course will be based on your performance on group exercises, class participation and a final written exam.

Would you like to run this course in-house?

customised training solutions

The in-house training division of Informa
Tel: +971 4 407 2624 Email: cts@informa.com
www.informa-mea.com/cts

Meet Your Expert Course Leader



Peter Hofmann is a professional business skills management trainer and consultant with over twenty years of experience in training facilitation. He has successfully facilitated various courses in the MENA region for over ten years.

Peter is currently an Executive Director of MFX Options and Solutions (Pty) Ltd, a South African based consulting practice established in 2004 and specialising in providing business management and strategic and operational management consulting services to globally-based clients. This client base has included UAE, KSA and Oman-based organisations in the infrastructural development, construction, property management and retail industries. His wealth of experience within the consulting environment provides a basis for incorporating meaningful practical examples in the training courses that he facilitates.

The platform for his current business focus was established through his exposure to the holistic corporate business environment where he built a successful career over the first twenty years of his career, having established and built up successful departments focused on operational and executive management and board liaison.

Peter has been integrally involved with various projects undertaken by MFX for its international clients, including:

- Strategic business plans, functional plans and processes, human capital development, supply chain management, strategic planning and ERP process analysis for the implementation of ERP systems
- Undertaking detailed business development reviews to establish a basis for executive decision-making on key business diversification opportunities
- The development and implementation of performance strategies for business units, comprising of individual projects – SAP HR, finance, employee development, internal communications systems and procedural improvement
- The development of financial and budgeting models to enhance business management processes
- Internal employee engagement surveys to assess organisational effectiveness and to develop human resource strategies, policies and related detailed implementation plans

Who Should Attend

These courses have been specifically designed for all HR professionals responsible for the budgeting and/or manpower planning of their organisations, including:

- HR Managers and Directors
- Manpower Planning Managers
- HR Officers and Supervisors
- HR Analysts
- Career Development Managers
- Heads of HR
- HR Specialists
- Training Managers
- Personnel Managers
- Administration and Office Managers

Certificate in Budgeting & Budget Control of the HR Function

Course One

15 – 17 July 2018* | Kempinski Hotel, Mall of the Emirates, Dubai, UAE

9 – 11 December 2018* | The Address Hotel, Dubai Marina, Dubai, UAE

Course Timing

Registration for the course will be at 08:00 on Day One. The course will start at 08:30 and finish at 14:30 each day. There will be two short breaks for refreshments at appropriate intervals and lunch will be served at the end of each day's sessions.

Please note Budgeting & Budget Control of the HR Function is designed for HR professionals with a basic understanding of finance.

Introduction

The course will involve working in pairs and in teams on case studies together with practical exercises from leading organisations to gain real hands-on experience of the budget process.

Case Studies Include:

- Linking organisational finance to budgets
- Building a budget
- When budgets go wrong

This highly interactive course, with case studies from leading organisations and realistic HR budgeting simulations, will give you an introduction to the purposes of budgeting through to the preparation, monitoring and control of a human resources budget.

Course Objectives

On Completion Of This Course, You Will Be Able To:

- Understand the purpose of a budget
- Compile and interpret budgets
- Understand the link between organisational finance and HR budgets
- Identify the key components and cost factors in an HR budget
- Monitor and control an HR budget
- Understand budget metrics and their influence on corporate strategy
- Build an HR budget

Course Outline

What Is A Budget?

- Introduction to organisational finance
- The link between budgets and organisational goals
- Cash flow forecasts
- Preparing a budget

The Purpose Of Budgets

- Cost control
- Planning revenue and expenditure
- Monitoring plans against actuals

Components Of An HR Budget

- Manpower planning
- Compensation costs
- Recruitment and selection
- Training and development
- Performance management
- Administration

Building An HR Budget

- Successful forecasting
- Flexible budgeting
- Zero-based budgeting
- Counting the cost of HR

Budget Metrics For HR

- Budgets and Return On Investment (ROI)
- Budgets and discounted cash flows
- Budgets and Internal Rate of Return (IRR)

Measuring Financial Performance

- Monitoring budget performance
- Variance analysis
- Management by exception
- Accountability and responsibility

Certificate in Effective Manpower Planning

Course Two

18 – 19 July 2018* | Kempinski Hotel, Mall of the Emirates, Dubai, UAE

12 – 13 December 2018* | The Address Hotel, Dubai Marina, Dubai, UAE

Course Timing

Registration for the course will be at 08:00 on Day One. The course will start at 08:30 and finish at 14:30 each day. There will be two short breaks for refreshments at appropriate intervals and lunch will be served at the end of each day's sessions.

Course Objectives

On Completion Of This Course, You Will Be Able To:

- Compile the outline of a manpower plan for your organisation
- Define the objectives of an effective manpower plan
- Understand the requirements, constraints and opportunities that localisation legislation offers to an organisation in terms of manpower planning
- Conduct a manpower audit
- Understand the links between reward, training, recruitment and retention
- Understand the link between a successful business strategy and an effective manpower plan

Course Outline

The Role Of Manpower Planning Within An Effective Organisation

- What is effective manpower planning?
- The need for manpower planning
- Links between manpower planning and the mission, vision, strategy, budgets and objectives of the organisation
- Localisation and manpower planning
- Determining manpower needs

Developing A Manpower Plan

- The manpower inventory
- The skills inventory
- The manpower audit
- Complications in manpower planning

Understanding The Link Between Manpower Plans And Business Financial Plans

- The true costs of planning
- The true costs of recruitment
- The true costs of training and development
- Understanding the links between reward and retention

Manpower Planning And The Requirements Of Localisation

- Recruitment strategies
- Retention strategies
- Balancing supply and demand within the requirements of localisation
- Exploring strategies that supply results

Manpower Planning And Technology

- Software programmes for manpower planning
- The use of technology within a manpower plan
- The importance of the plan and its image within the organisation and how technology can assist in this process

The Role Of Human Resources In Manpower Planning

- The role of every HR manager
- Links to other departments in the organisation
- Temporary resourcing
- Job analysis
- New roles, promotions and major change programmes
- Productivity increases and how to balance the manpower books

The Successful Manpower Plan

- Involvement of HR and other departments
- Effective decision making
- Gaining senior management support
- Meeting the organisation's objectives

Why Past Delegates Recommend Attending Peter's Courses

"I thoroughly enjoyed attending GRC with Peter Hofmann. He is an excellent facilitator and I am amazed with the extent of his knowledge on the subject. This topic is relevant to my current role, but what made this course even more interesting was the application of GRC frameworks to driving business growth and improving sustainability. The content and the high level of interaction from the rest of the participants was extremely beneficial."

Olugbenro Aju, Governance Consultant,
STANBIC IBTC HOLDINGS PLC, Nigeria

"Very Good trainer and top-notch course."

Osman Al Amravi, Director Compliance, Al Khifah Holding, KSA

"A good understanding of the concepts of GRC and their interaction at a higher level."

Sherina Al Balooshi, Integrated Risk Manager,
Injazat Data Systems, UAE

"Highly interactive training with an excellent facilitator."

Nadeem Baig, Sr. Facilities Compliance Manager,
Cleveland Clinic, UAE

T: +971 4 335 2437

E: register-mea@informa.com

Course One:
Certificate in Budgeting & Budget Control of the HR Function
 Course Two:
Certificate in Effective Manpower Planning

15 – 19 July 2018* | Kempinski Hotel, Mall of the Emirates, Dubai, UAE
9 – 13 December 2018* | The Address Hotel, Dubai Marina, Dubai, UAE

FOUR WAYS TO REGISTER

-  +971 4 335 2437
-  +971 4 335 2438
-  register-mea@informa.com
-  Informa Middle East Ltd.
PO Box 9428, Dubai, UAE

customised training solutions
The in-house training division of Informa Middle East

SAVE UP TO 40%

If you have 6 or more people interested in attending, and would like to customise this training course to suit your team and business, contact our **Training Consultants** on **+971 4 407 2624** or email **cts@informa.com**.

Event	Date	Course Fee Before 6 May 2018	Course Fee Before 10 June 2018	Final Fee
<input type="checkbox"/> Both Courses	15 – 19 July 2018*	US\$ 4,495	US\$ 4,995	US\$ 5,495
<input type="checkbox"/> Certificate in Budgeting & Budget Control of the HR Function	15 – 17 July 2018*	US\$ 2,995	US\$ 3,495	US\$ 3,995
<input type="checkbox"/> Certificate in Effective Manpower Planning	18 – 19 July 2018*	US\$ 2,495	US\$ 2,745	US\$ 2,995

**DISCOUNTS AVAILABLE
FOR 2 OR MORE PEOPLE**

CALL: +971 4 335 2483
E-MAIL: a.watts@informa.com

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions and pass the course examination will receive an Informa Certificate of Completion.

Event	Date	Course Fee Before 30 September 2018	Course Fee Before 4 November 2018	Final Fee
<input type="checkbox"/> Both Courses	9 – 13 December 2018*	US\$ 4,495	US\$ 4,995	US\$ 5,495
<input type="checkbox"/> Certificate in Budgeting & Budget Control of the HR Function	9 – 11 December 2018*	US\$ 2,995	US\$ 3,495	US\$ 3,995
<input type="checkbox"/> Certificate in Effective Manpower Planning	12 – 13 December 2018*	US\$ 2,495	US\$ 2,745	US\$ 2,995

All registrations are subject to our terms and conditions which are available at www.informa-mea.com/terms. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

*Book and pay full fee for two colleagues and the third attends for FREE. Not applicable in conjunction with corporate discounts. Payment to be settled before start of the course to avail the offer. The 3 for 2 offer is valid on full price final fee registration only.

Pricing excludes 5% VAT, which will be charged where applicable

DELEGATE DETAILS

First Name: _____ Surname: _____

Job Title: _____

Company: _____

Address: _____

Postal Code: _____ Country: _____ City: _____

Tel: _____ Mobile: _____ Fax: _____

Email: _____

PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

CANCELLATION

- If you are unable to attend, a replacement delegate will be welcomed in your place. If you cancel your registration 57 days or more before the event, you will receive a refund minus a 10% cancellation fee (plus VAT where applicable). Cancellation after 56 days before the event or if you fail to attend the event will be 100% payable. All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation.
- All registrations are subject to acceptance by Informa Middle East which will be confirmed to you in writing
- Due to unforeseen circumstances, Informa reserves the right to cancel the course, change the programme, alter the venue, speaker or topics
- For full details, please visit www.informa-mea.com/terms-and-conditions-for-delegates

BC7123/BC7286

EVENT VENUE

Kempinski Hotel, Mall of the Emirates, Dubai, UAE Tel: +971 4 341 0000
 The Address Hotel, Dubai Marina, Dubai, UAE Tel: +971 4 436 7777

ACCOMMODATION DETAILS

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the Hospitality Desk for assistance on:
 Tel: +971 4 407 2693 Fax: +971 4 407 2517
 Email: hospitality@informa.com

