Strategic Workforce Planning and Skills Gap Analysis Training Course



02 - 06 Nov 2026

Tokyo

5800 € (Per Person)

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Course Introduction / Overview:

This course provides a comprehensive framework for aligning talent strategy with core business objectives through Strategic Workforce Planning (SWP) and Skills Gap Analysis. In today's volatile economic landscape, organizations must move beyond reactive hiring to proactively shape a workforce capable of meeting future demands. This program, offered by BIG BEN Training Center, delves into the methodologies that enable businesses to forecast talent needs, identify critical skill shortages, and develop targeted interventions. We will explore the influential concepts of strategic HR as championed by academics like Dave Ulrich, whose work, particularly in books such as "Human Resource Champions," redefined HR's role as a strategic partner. Participants will learn to translate organizational strategy into a tangible workforce plan, ensuring the right people with the right skills are in the right roles at the right time. This course is not merely theoretical; it is a practical guide to building a resilient, agile, and future-ready workforce, transforming the human resources function from an administrative center into a powerful driver of competitive advantage and sustainable growth.

Target Audience / This training course is suitable for:

- Human Resources Directors and Managers.
- Talent Management and Acquisition Specialists.
- Organizational Development Professionals.
- Strategic Planners and Business Analysts.
- HR Business Partners.
- Department Heads and Line Managers involved in talent decisions.
- Corporate Strategy and Planning Executives.

Target Sectors and Industries:

- Technology and Information Services.
- Financial Services, Banking, and Insurance.
- Healthcare and Pharmaceuticals.
- Manufacturing and Engineering.
- Energy, Oil, and Gas.
- Government Agencies and Public Sector Organizations.
- Telecommunications.
- Retail and Consumer Goods.

Target Organizations Departments:

- Human Resources.
- Strategic Planning.
- Talent Acquisition and Recruitment.
- Learning and Development.
- Operations Management.
- Finance and Budgeting.
- Organizational Design and Development.

Course Offerings:

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

- Align workforce strategy with overarching business goals and objectives.
- Conduct a comprehensive current state analysis of the workforce.
- Master various techniques for performing a thorough skills gap analysis.
- Develop robust talent forecasting models for different business scenarios.
- Design and implement effective succession planning for critical roles.
- Utilize workforce analytics and data to inform strategic talent decisions.
- Create actionable plans to close identified skill gaps through development and recruitment.
- Build a compelling business case for strategic workforce planning initiatives.
- Integrate SWP into the organization's continuous strategic planning cycle.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and participant-centered. This course moves beyond traditional lectures to foster deep understanding through practical application. We utilize a blended learning approach that includes facilitator-led discussions, real-world case study analyses, and collaborative group exercises. Participants will engage in hands-on activities, such as developing a competency framework, conducting a simulated skills gap analysis, and building a scenario-based workforce forecast. These practical sessions are designed to bridge the gap between theory and implementation, allowing attendees to apply concepts directly to challenges they face in their own organizations. Ample time is allocated for peer-to-peer learning, knowledge sharing, and Q&A sessions to address specific queries. Constructive feedback from the instructor and peers is a core component, ensuring participants leave with not only new knowledge but also the confidence to apply these strategic tools effectively within their roles to drive tangible business results.

Course Agenda (Course Units):

Unit One: Foundations of Strategic Workforce Planning

- Introduction to Strategic Workforce Planning (SWP).
- The evolution from operational headcount planning to strategic SWP.
- Linking SWP directly to organizational strategy and financial goals.
- Key components and models of a successful SWP framework.
- Understanding the internal and external environmental factors affecting the workforce.
- Defining roles and responsibilities in the SWP process.
- Identifying key stakeholders and securing executive buy-in.

Unit Two: Conducting a Comprehensive Skills Gap Analysis

- Defining skills, competencies, and capabilities.
- Methodologies for conducting a skills gap analysis at individual, team, and organizational levels.
- Techniques for building a comprehensive skills inventory and competency library.
- Data collection methods: surveys, interviews, focus groups, and performance data.
- Analyzing and interpreting skills gap data to identify critical shortages.
- Mapping current skills against future strategic requirements.
- Prioritizing skill gaps based on business impact and urgency.

Unit Three: Workforce Analytics and Talent Forecasting

- Fundamentals of HR and workforce analytics.
- Key metrics for measuring workforce supply, demand, and productivity.
- Quantitative forecasting techniques (e.g., trend analysis, regression analysis).
- Qualitative forecasting techniques (e.g., Delphi method, nominal group technique).
- Developing multiple scenarios for future workforce needs (scenario planning).
- Modeling employee turnover, retirement, and internal talent movement.
- Using data visualization to communicate workforce insights effectively.

Unit Four: Developing and Implementing Action Plans

- Translating analysis into a strategic action plan.
- The "Build, Buy, Borrow, Bind" framework for closing gaps.
- Designing targeted learning and development programs for upskilling and reskilling.
- Aligning talent acquisition strategies with identified skill needs.
- Strategies for improving employee retention and engagement for critical talent.
- Implementing talent mobility and career pathing programs.
- Developing a robust succession plan for key leadership and technical roles.

Unit Five: Governance, Integration, and Future Trends

- Establishing a governance structure for ongoing SWP.
- Integrating SWP into the broader business planning and budgeting cycle.
- Measuring the Return on Investment (ROI) of SWP initiatives.
- Communicating the value of SWP to senior leadership and the wider organization.
- The impact of AI, automation, and gig economy on future workforce planning.
- Building organizational agility and a culture of continuous learning.
- Final project: Developing a high-level SWP and skills gap analysis plan.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of rapid technological disruption and AI integration, how can traditional workforce planning models evolve to not just predict future skills, but to foster organizational agility and a culture of continuous learning?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a holistic, business-centric perspective on workforce planning, moving beyond the confines of a purely HR-focused function. While other programs may concentrate on the mechanics of counting heads or filling vacancies, our curriculum emphasizes the strategic alignment of human capital with long-term enterprise objectives. We focus on teaching participants how to translate corporate strategy into a dynamic workforce plan that anticipates change rather than just reacting to it. The core of the program is built around practical application and strategic thinking, utilizing sophisticated scenario planning exercises that prepare leaders for uncertainty. Rather than just presenting tools, we cultivate a mindset that enables participants to ask the right strategic questions and use data to tell a compelling story to stakeholders. The curriculum is uniquely designed to bridge the gap between workforce analytics and actionable strategy, ensuring that every insight derived from a skills gap analysis leads to a tangible plan for building, buying, or borrowing the talent needed to secure a competitive advantage and drive sustainable growth.