## TSC Category
People Development

## TSC
Workforce Planning

## TSC Description
Develop and implement manpower plans to support strategic and operational needs

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
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<th>Level 6</th>
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<tr>
<td>Knowledge</td>
<td>Analyse workload levels to determine implications on manpower resourcing</td>
<td>Project manpower requirements for department and/or organisation</td>
<td>Drive the development, implementation and review of manpower planning and resourcing strategies</td>
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<td>Abilities</td>
<td>Update and oversee databases on workforce and manpower information</td>
<td>Develop models or simulations to project demand and supply of manpower</td>
<td>Direct the analyses of factors affecting manpower demand such as projected work volumes and capacity expansions</td>
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- **Knowledge**
  - Concepts and theories of workforce planning and analytics
  - Organisational processes and tools for manpower planning
  - Sources of manpower and productivity data
  - Links between manpower planning and other aspects of organisational strategies
  - Trends and factors which may impact the demand and supply of manpower
  - Cost impact analysis
  - Organisation selection processes and interview techniques
  - Statistical analysis techniques
  - Principles underpinning productivity metrics
  - Sources of manpower and labour market data
  - Best practices in manpower planning
  - Current and future organisational strategies

- **Abilities**
  - Update and oversee databases on workforce and manpower information
  - Develop daily operational manpower plans
  - Prompt discussions with Head of Departments (HODs) to comprehend manpower needs
  - Develop models or simulations to project demand and supply of manpower
  - Develop manpower plans for the business units
  - Estimate manpower deficits and surpluses across the department to determine redeployment opportunities
  - Analyse the cost implications of manpower growth
  - Direct the analyses of factors affecting manpower demand such as projected work volumes and capacity expansions
  - Oversee the analyses of factors affecting manpower supply such as labour market conditions and availability of talent pool
  - Lead the development of manpower strategies to cater to current and future needs of the organisation
  - Formulate strategies for manpower acquisition
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<th>Manage interviews to select and hire manpower for the organisation</th>
<th>Analyse capacity and capabilities of departments to deliver work plans</th>
<th>and internal capability development</th>
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