

# Course : Social controlling

**Practical course - 3d - 21h00 - Ref. GSQ**

**Price : 2180 CHF E.T.**

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Social controlling is used to monitor payroll and help managers react quickly. It is there to measure the impact and cost of the decisions to be taken. It is essential to safeguard the company's long-term viability.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Managing headcount and payroll
- ✓ Set up a social steering system
- ✓ Understanding the different budgets, how they are drawn up and how they relate to each other
- ✓ Analyze variances between actual and forecast

## Intended audience

HR managers, human resources managers, management controllers.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Alternating application exercises and real-life case studies. Use of Excel and development of dashboards.

## Course schedule

### 1 The benefits and usefulness of social controlling

- Know the major missions required.
- Build a social control system in 5 steps.
- Analyze social data.
- Recommend action plans.

### Hands-on work

Exchange on the missions of a social control system.

## PARTICIPANTS

HR managers, human resources managers, management controllers.

## PREREQUISITES

No special knowledge required.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Managing the workforce

- Identify the main notions of headcount.
- Analyze the employees to be taken into account when calculating headcount.
- Know how to calculate headcount.
- Measure the method used to calculate FTEs (full-time equivalents).

### Hands-on work

Determine the headcount and the direct and indirect financial cost of turnover.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 3 Absenteeism and turnover

- Identify indicators linked to absenteeism and turnover.
- Calculate the cost of absenteeism and assess turnover.
- Analyze ways of reducing absenteeism and the causes of turnover.

### Hands-on work

Create a convincing absenteeism tracking chart.

## 4 Managing payroll

- Identify the various personnel costs.
- Calculate a provision for paid vacations.
- Simulate general and individual increases and the consequences of staff movements.
- Include non-permanent elements when calculating employer contributions.

### Hands-on work

Sub-group analysis of a company case involving non-permanent elements not subject to contributions.

## 5 Monitor the HR function budget

- Create a payroll monitoring matrix.
- Understand the content of the main social reports.
- Gathering the information required for an economic and social database (BDES).
- Identify the different performance indicators.
- Define the gender equality index.
- Drawing up an effective HR budget.

### Hands-on work

Sub-group creation of an effective HR budget.

## 6 Rely on the age pyramid

- Identify the role of the age pyramid.
- Interpret the age pyramid.
- Set up an age pyramid as an HR management tool.

### Hands-on work

Discuss how to ensure the company's long-term viability by optimizing the use of resources with the help of targeted indicators.

## 7 Building the social management dashboard

- Build an HR function management system.
- Identify the role of an HR performance dashboard.
- Distinguish between steering and performance indicators.
- Take action with dashboards.

### Hands-on work

Individually, create a dashboard matrix for your company.

## Dates and locations

### REMOTE CLASS

2026: 9 Mar., 10 June, 23 Sep., 16 Dec.