

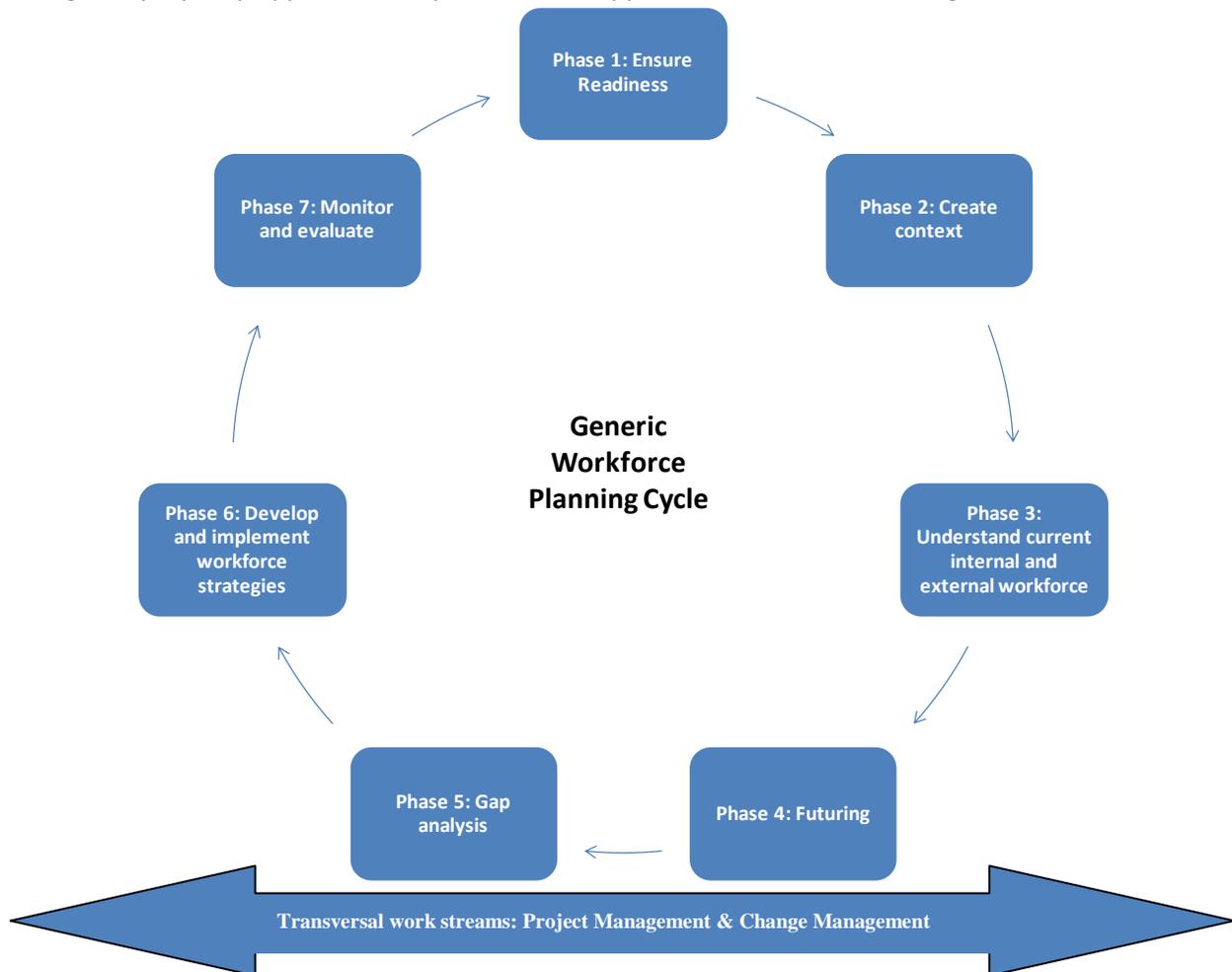


Workforce Planning Workshop

Angela Baron of the Chartered Institute of Personnel and Development (CIPD) states in a press release on 7 June 2010 that “Workforce planning provides the basis for better decision-making to meet the future needs of the business in terms of its people resource. While some organisations have these processes in place, for many there is still a ‘knowing-doing’ gap when it comes to workforce planning This is a shame as it presents an important opportunity for HR to ‘raise the bar’ and ensure they are involved in strategic-level planning”.

Objective of Workshop

The objective of this workshop is to assist delegates in developing a comprehensive workforce plan by following a step-by-step approach. The phases in this approach include the following:



Workshop outline

The content of the workshop will address the key elements of this approach.

Module 1: Ensure readiness

The aim of this phase is to ensure that the organisation is ready to embark on an effective Workforce Planning process and is especially important in organisations where they have not done any Workforce Planning before.

Module 2: Create Context

A critical step in Strategic Workforce Planning is to understand the context in which the organisation operates: the things that are going on inside and outside the organisation that affect the organisation's future.

Module 3: Understand current internal and external workforce

This phase entails getting a comprehensive picture of what the internal workforce currently look like in terms of various metrics, e.g. age, turnover, retirement eligibility, etc. to identify the composition, characteristics and supply of current labour for the organisation, as well as the types of jobs and competencies available internally. A detailed picture of the external workforce is also obtained. It is necessary to analyse the internal workforce to understand the potential future and current labour supply issues and conditions and to build this into Workforce Planning strategies (The State Government of Victoria, 2006).

Module 4: Futuring

Forecasting future needs involves identifying changes to the service delivery requirements of the organisation. Futuring goes further than forecasting and entails the consideration of various possible future states. Likely changes in the capability and capacity of the future workforce need to be determined.

Module 5: Gap analysis

Analysing gaps involves using the results of workforce analysis and forecasting to identify current and future gaps between the demand for services and the supply of labour to meet those demands.

Module 6: Develop and implement strategies

Developing strategies involves the planning and design of specific programmes and projects that will enable the organisation to develop and maintain a workforce capable of delivering on the organisation's objectives. Implementing strategies is the execution of the specific programmes and projects required to develop and maintain the capability and capacity of the workforce. The implementation of these strategies is integrated into the broader business planning and operational management activities of the organisation.

Module 7: Monitor and evaluate

Monitoring and evaluation is conducted to determine the effectiveness, efficiency and appropriateness of the workforce planning strategies and activities. Performance information is required to determine the impact of workforce planning on the overall achievement of the organisation's objectives.

Benefits of attending the workshop

Attendance of this workshop and implementing what you learn will enable your organization to implement an effective workforce plan that in turn will allow your organization to:

- Respond quickly and more strategically to change, as the organisation and managers can recognise emerging challenges
- Improve efficiency, effectiveness and productivity (employees possess the right skills and are a good fit for the job);
- Facilitate strategic staffing and planning for future workforce requirements (can identify staffing needs in a timely manner, monitor attrition and ensure replacements are available to fill key vacancies);
- Strengthen the organisation's capability to support the achievement of business outputs now and in the future;
- Encourage an understanding of the organisation's workforce profile, hence Talent strategies and policies are aligned with maximising the capacity of the existing workforce and shaping the desired workforce;
- Assist with the identification and management of people with the knowledge critical for effective and efficient business operations, and the organisation's management of knowledge and maintenance of corporate memory; and
- Provide a mechanism for monitoring costs and directly linking expenditure of staff against business outputs and outcomes.

Who should attend?

Human Resources Managers
Human Resources Practitioners
Workforce Planners
Workforce Analysts
Talent Managers
Talent Management Professionals and Specialists
Succession Planners
Employee and leadership development professionals
Organisation Development Professionals
HR Business Partners
Leadership Development, Employee Engagement

Contact details

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