

# Workforce Planning - Workshops for HR Professionals One or Two Day Workshop



## Summary

Organisations gain significant advantage if they can define their future needs and develop realistic, manageable plans to have the right people in the right place at the right time. 'Workforce planning' describes the process of planning the organisation's people numbers, structures, capabilities and supporting HR systems in response to changing pressures and opportunities. It is a key strategic activity for HR professionals - those who can work with the business to manage and facilitate workforce planning can truly be said to be acting as 'strategic partners'.

This workshop is aimed at HR Professionals who need to include workforce planning in their portfolio of skills, working with business managers and finance to deliver effective plans which add value to the business. The workshop is highly practical, includes case study and tools and will build confidence and capability in this key area.

## Workshop Details

This workshop is available as a one day and two day version. The one day version gives a high level overview of workforce planning, the key components, tools and examples. There are some opportunities to practice workforce planning techniques though this is limited by time and the facilitator will focus on one or two key aspects. In the two day version there is more opportunity to develop each component using case studies, exercises and practical sessions. There is also the opportunity to explore the specific challenges of workforce planning with key stakeholders in the participants' organisations.

The price is £450 per person for one day and £895 for two days. A 10% discount is offered on a second place booked and invoiced at the same time. We also offer an 'in-house' version of this workshop.

To book your place, please email [Judith.Strange@develop.uk.com](mailto:Judith.Strange@develop.uk.com), and for more information, please call Judith on 07866 676 230.

## This workshop will enable you to:

- Gain an understanding of the term 'workforce planning'
- Partner the business in integrating workforce planning with business strategy
- Understand the key elements of the workforce planning cycle
- Identify and analyse supporting data
- Understand the links between the range of factors that influence workforce planning strategies including productivity, work organisation, retention, talent/succession and wider HR policies
- Work effectively with key stakeholders including business managers and Finance
- Increase your credibility with the business through making stronger links between business goals and HR activity
- Formulate business engagement strategies and apply your learning at work

## Contents will include:

- Definition of workforce planning and examples of good and poor practice
- Exploration of the role and accountabilities of HR and the business
- A step guide to the workforce planning cycle including assessing strategic needs, supply and demand analysis, gap analysis, planning solutions and evaluation
- Case study analysis
- Key success factors in workforce planning
- Stakeholder engagement strategies and key relationships
- Practical workforce planning tools and templates
- Action planning to implement learning