

TWO-DAY COURSE

CERTIFICATE IN STRATEGIC WORKFORCE PLANNING

Looking to accredit your own staff to deliver workforce planning in house? This two-day accredited course will provide each delegate with the opportunity to obtain a Certificate in Workforce Planning. This course is accredited to Level 3 (four credits) on the Credit and Qualifications Framework for Wales (CQFW) and is the only workforce planning programme that carries Regulated Qualifications Framework-equivalent credits.

Course outline:

Day 1

- ▶ The benefits of doing strategic workforce planning well
- ▶ Scope and level of workforce planning
- ▶ A working model of workforce planning
- ▶ Data models, sources of data for workforce planning and statistics
- ▶ Planning data capture and embedding sources of information
- ▶ The links between workforce planning and strategic business objectives
- ▶ Tools and techniques for analysing current demand
- ▶ Tools and techniques for analysing future demand

Day 2

- ▶ Analysing current workforce supply
- ▶ Finding future workforce supply
- ▶ From plans to actions – organisational plans to close gaps
- ▶ Building a Workforce Plan
- ▶ Action planning – making a difference to your organisation
- ▶ Assessment time
- ▶ Planning time – how you will embed workforce planning in your organisation

At the end of this course, attendees will:

- ▶ Understand the importance of workforce planning and the benefits to the business, the organisation and its goals
- ▶ Understand the steps in the workforce planning process
- ▶ Apply simple statistical and research methods for workforce analysis and identify the links between business demand forecasts and workforce supply needs
- ▶ Understand their labour market context
- ▶ Explore how workforce planning could work in their organisation
- ▶ Identify the links between workforce planning and other HR strategies, tools and technologies (e.g. talent management strategies, recruitment, retention, etc.)
- ▶ Plan the identification and collation of workforce planning data for their organisation
- ▶ Prepare to successfully complete the knowledge and skill requirements to have their workforce planning competence recognised and rewarded with QALL credit through completion of the workforce planning workbook

Who should attend?

HR Professionals

People working at all levels in HR can benefit from the training. From front line staff with limited experience of workforce planning to senior professionals wishing to refresh and refocus their knowledge and skills to the strategic benefit of the organisation.

The Learning Outcomes for this course are:

1. Understand the meaning, scope and importance of workforce planning in organisations
2. Understand how workforce planning is related to strategic planning and business objectives
3. Understand factors affecting workforce demands and supply in organisations
4. Know how to assess workforce demand
5. Know how to assess workforce supply
6. Know how to create a workforce plan
7. Be able to plan data capture, collation and organisation to inform workforce planning in an organisation

All learners will be given the opportunity of formative and summative assessment. Learners will receive a comprehensive guide to workforce planning and a workbook should be completed post-course and which will be externally assessed. Successful completion of the workbook leads to the award of the "Certificate in Workforce Planning" – earning four credits at Level 3 on the Credit and Qualifications Framework for Wales (CQFW).

The full assessment criteria can be found at the end of this factsheet.

Operational Managers

Anyone who is involved in managing and deploying staff will benefit from the training. Workforce planning is not a purely HR function – all managers must be involved in the process of workforce planning if it is to be properly embedded and if the organisation is to meet its current and future strategic capacity.

The cost of this course is per delegate and includes:

- ▶ Delivery at Energy & Utilities Skills' office in Solihull or at a location of your choosing
- ▶ Full copies of the course materials for each delegate
- ▶ Lunch and refreshments
- ▶ Post-course support to complete the course workbook
- ▶ Assessment and accreditation

Please contact workforceplanning@euskills.co.uk for further information.

Learning Outcomes		Assessment Criteria	
1.	Understand the meaning, scope and importance of workforce planning in organisations	1.1	Define workforce planning
		1.2	State the overall objectives of workforce planning
		1.3	Explain the benefits of workforce planning to an organisation
		1.4	Describe what is meant by the “scope” of a workforce plan
2.	Understand how workforce planning is related to strategic planning and business objectives	2.1	Explain why it is important that workforce planning is linked to business objectives
		2.2	Explain how knowledge of an organisation’s strategies contributes to workforce planning
		2.3	Analyse the dependencies between workforce planning and organisational strategies and objectives
3.	Understand factors affecting workforce demands and supply in organisations	3.1	Analyse the external and internal challenges that influence organisational workforce planning
		3.2	Explain the factors that must be taken into account when preparing to undertake workforce planning
4.	Know how to assess workforce demand	4.1	Explain the importance of forecast workforce demand data
		4.2	Explain how workforce demand can be established through using established quantitative and qualitative methods
5.	Know how to assess workforce supply	5.1	Explain the importance of forecasting workforce supply data
		5.2	Explain how workforce supply can be established through using established quantitative and qualitative methods
		5.3	Explain how to undertake correlation studies to link demand and workforce data
		5.4	Explain the importance of labour market intelligence in analysing workforce supply
6.	Know how to create a workforce plan	6.1	Explain how to undertake a gap analysis that highlights shortfall or oversupply in the workforce
		6.2	Create an outline for a workforce plan for an organisation
		6.3	Explain the elements of a workforce plan and their importance for the organisation
7.	Be able to plan data capture, collation and organisation to inform workforce planning in an organisation	7.1	Evaluate the benefits and limitations of statistical measures used in workforce planning
		7.2	Create an action plan that sets out how workforce planning data for an organisation can be: <ul style="list-style-type: none"> identified, sourced, collated, organised and utilised