



INTRODUCTION TO RESOURCING & WORKFORCE PLANNING

COURSE DETAILS

COURSE PRESENTER

Jane Wilkinson and Sue Hoare

COURSE DESCRIPTION

This course is designed to assist first line managers or entry level HR practitioners to understand the key requirements and planning processes that are necessary to ensure that:

- an organisation has the optimal number of people with the appropriate skill/competency in place to deliver the strategic goals, and
- how to make the right choices during the employment process.

ANY PRE-REQUISITES?

No

WHO SHOULD ATTEND THE COURSE?

First line managers or entry level HR practitioners
OR HR Professionals who wish to refresh their understanding

LEARNING GAINS (OUTCOMES)

By the end of the course you will:

- Complete a workforce plan
- Understand how to structure a recruitment process (from advertising to interview)
- Understand selection criteria
- Identify criteria for successful induction into your organisation

SKILL LEVEL OF COURSE

Basic

COURSE CONTENT OVERVIEW

- Unit 1**
- Workforce Planning - Data sources
 - Context: Understanding the business strategy and preparing the related people strategy. Converting this to operational capability and related action plans.
 - Financial considerations: Preparing and agreeing the people budget
 - Internal resources: Identifying the skills gap
 - Reviewing career plans and talent pools
 - Organisational Structure: Organograms
 - Role Profiles: Completing job analysis and development of role content

- Unit 2**
- Preparing and executing external recruitment (attracting the right people)
 - Developing a job specification
 - Advertising options
 - Handling responses received

- Unit 3**
- Selection Steps
 - Assessments: Psychometric tests, assessments of competence, etc
 - Competency Based Recruitment methodology
 - Reference checking

- Unit 4**
- On boarding
 - Induction checklist