**Day 1 - Workforce Planning and Analytics:**

**Context and Analysis**

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| **Welcome and Introductions**  **8:30am - 9:00am** | |
| **Session 1 – Contextualise**  **9:00am – 10:30am** | **Strategic Workforce Planning In Context.**  - What workforce planning is and isn’t.  - Key contextual issues to consider & frame your analysis and planning, including technology and AI  **The 6 S Workforce Analytics Framework.**  - Introduction to an overarching framework for analysis taking into account organisational *strategy* and *setting*, *signs* of risks/issues in the workplace, *segmentation* of data across different profiles, *synergy* across data sources and the role of *systems* in analytics |
| **10:30am -11:00am – Morning Tea** | |
| **Session 2 – Analyse**  **11:00am - 12:30pm** | **Basic Supply and Demand process and gap analysis.**  **FACETS Model of Workforce Analysis**  Discussion of a detailed model/process of analysis outlining the key areas to analyse, including productivity drivers and risks.  This focuses on measuring and forecasting:  **- F**lexibility and Diversity  **- A**vailability and Productivity  **- C**apacity and Supply  **- E**ngagement and Culture  **- T**alent and Capability  **- S**afety and Wellbeing |
| **12:30pm -1:30pm – Lunch** | |
| **Session 3 – Analyse Con’t**  **1:30pm – 3:00pm** | Segmentation and Risk Assessment  The process of segmentation of data across different workforce profiles, locations, occupation groups etc.  Identifying workforce risks and priorities. |
| **3:00pm – 3:30pm – Afternoon Tea** | |
| **Session 4 – Recap / Discussion**  **3:30pm – 4:30pm** |  |
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**Day 2 - Workforce Planning and Analytics:**

**Strategy and Action**

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| **Recap and Questions Day One**  **8:30am - 9:00am** |  |
| **Session 5 – Strategise**  **9:00am – 10:30am** | **The 6 R model of workforce strategies:**   * Recruit * Rent * Retain * Redeploy * Reduce * Retrain   Outlines the process of 6 key strategies to obtain, develop and retain key talent and build future workforce and leaders.  It will cover issues of establishing talent and management pipelines, as well as training and capability, skills/leadership transition. |
| **10:30am -11:00am – Morning Tea** | |
| **Session 6 – Energise**  **11:00am - 12:30pm** | Energising the workforce is a stage in the workforce planning process of getting the workforce behind you in the development plans and actions. It helps engage employees to see the plan vision and reduces the risk of losing talent. |
| **12:30pm -1:30pm – Lunch** | |
| **Session 7 – Operationalise**  **1:30pm – 3:00pm** | This section builds on how to turn the strategies into specific actions – It also covers issues of measuring success and outcomes of the actions, and monitoring the workforce risks and gap as you deliver actions. |
| **3:00pm – 3:30pm – Afternoon Tea** | |
| **Session 8 – Recap / Discussion**  **3:30pm – 4:30pm** | A chance to go over the topics covered and have a more general discussion. |
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General Process:

* Teaching and explanation of key concepts and processes / case studies from my experience.
* Opportunities for question and answer from the group as well as sharing their experience.
* Individual reflection exercises and questionnaires etc. included in a workbook.
* Discussion / Sharing activities in smaller groups (3-4) with report back to the whole group.

**Each participant will receive a workbook with activities, questionnaires and reflection activities**