



## Workforce Planning Programme

Do you want to take a fresh look at planning, recruiting and keeping your workforce?

To enable leaders and managers in adult social care to identify what workforce they need in their organisation now and in the future to meet their business needs, then how to recruit and retain those workers. The final outcome is a Workforce Plan and how to implement it for your organisation.

### Who should join?

This programme is for anyone in the Social Care Sector tasked with planning, recruiting and keeping staff. The programme is based on best practice toolkits and guides produced by Skills for Care.

### Delivery Method

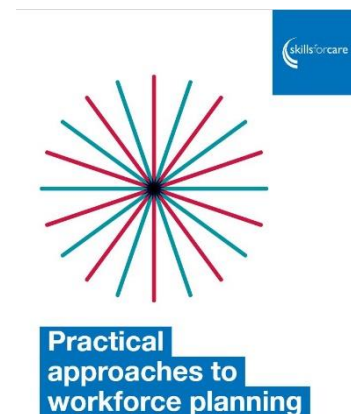
Sessions will be run in virtual classrooms using WebEx with an option of classroom based sessions when circumstances allow.

### Programme Overview

The programme is made up of 6 half day sessions with work to be carried out between each session. It starts with practical help on how to produce or update your organisation's Workforce Plan and then how to implement.

The programme includes

- How to make best use of available resources and information and support you to produce a tailored and specific Workforce Plan.
- How to produce an initial analysis based on national and regional data and organisational constraints.
- How to create a workforce action plan including:
  - Values Based Recruitment,
  - Finding your Workforce,
  - Keeping your Workforce,
  - Succession Planning,
  - Individual and organisational development needs.



### Programme Sessions

#### Session One – Introduction to Workforce Planning

- What is a Workforce Plan?
- Why workforce planning is important for your organisation in the context of adult social care nationally and locally.
- Carrying out a PESTLE (Political, Economic, Social, Technological, Environmental and Legal) analysis.
- Additional information needed to produce a Workforce Plan that will meet your business objectives as identified in your Business Plan.

#### Session Two - Producing your Workforce Plan

- The Workforce Planning process of Analyse, Plan, Do, Review.
- Carrying out a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis and include any additional outcomes in a record of the findings from your analysis.
- Use the information collected to form an initial draft of your Workforce Plan and its implementation.



## Workforce Planning Programme

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- Understand how value-based recruitment, finding your workforce, retention and succession planning apply to your Workforce Plan.

**Sessions Three to Six**, Values-Based Recruitment, Finding Your Workforce, Keeping Your Workforce and Succession Planning will all cover:

- An introduction.
- Models and Experiences related to the topic.
- A review of your current approach, how this could be improved and any challenges overcome.
- Updating your Workforce Plan based on decisions made.

In the final part of the 6th session you will review your whole Workforce Plan and its implementation.

### Registration

To [register](#), or for more details, please contact [lynda@hascald.co.uk](mailto:lynda@hascald.co.uk).