

## WORKFORCE PLANNING

This workshop is designed to help those new to the topic and those looking for a refresher and will enable you to compare your thoughts and practices with those of other participants.

An effective workforce plan turns an organisation's strategic plan into a series of actions, to be delivered over time and aimed at ensuring the right people with the right skills are in the right place at the right time – and are doing the right things.

The guest speakers will encourage participants to consider the practicalities of compiling a plan and explore future labour market scenarios. You will also have the opportunity to consider the implications of the recent HEFCE workforce framework.

### Aims

Participation in the workshop will enable you to:

- Provide insight into HEFCE's views regarding the future context of HE and the importance of workforce planning
- Identify the key supply and demand factors in the current and near future labour market
- Highlight the components of a workforce plan
- Learn how to translate a strategic plan into a workforce plan by:
  - Identifying your information requirements
  - Deciding who to involve
  - What actions to take

### Programme

10.00	Welcome and coffee
10.15	The future labour market – trends, demands and shortages Forecasting in times of uncertainty
11.00	HEFCE – context and thoughts
11.45	Break
12.00	Analyse local situations in facilitated discussion groups
12.45	Lunch
13.45	How to do it – experience from another organisation
14.45	Break
15.00	Identify what else is required to help develop a workforce plan in discussion groups
16.00	Close