

# Workforce Planning: The Future of Work

<b>Intended Audience</b>	Mid-Level	<b>Delivery Options</b>	<ul style="list-style-type: none"> <li>• 2-Day In-Person (Onsite or Seminar)</li> <li>• 5-Week Virtual</li> </ul>
<b>HR Competencies</b>	<ul style="list-style-type: none"> <li>• Leadership &amp; Navigation</li> <li>• Analytical Aptitude</li> <li>• HR Expertise (HR Knowledge)</li> </ul>	<b>Recertification*</b>	SHRM: 15 PDCs

## Program Requirements

- The virtual version of this program requires the use of student-provided headsets and microphone. The headsets must be connected to the learners’ device prior to joining the Adobe Connect session.
- Knowledge checks and interactive components are woven throughout the program. It is helpful to have access to a device capable of scanning QR codes to gain access. Alternatively, you may also access through your computer.

## Program Overview

When you enroll in this immersive program, you will embark on an exciting exploration of the future of workforce planning. Through case studies, you will learn how to craft a robust workforce planning strategy by harnessing the power of various organizational resources, including the company website, CEO videos, stakeholder conversations, data and reports. Our ultimate goal is to equip you with the skills you need to guide your business leaders in making informed decisions that effectively mitigate business risks.

Throughout the program, you'll collaborate with fellow participants and an expert instructor on forward-thinking workforce planning strategies. To ensure you stay on track, we've integrated gamified knowledge checks into the program, providing a dynamic and engaging learning experience. Join us on this journey to revolutionize workforce planning and secure a brighter future for your organization.

## Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Recognize the key elements of organizational workforce strategy, including future business challenges and their likely impact on an organization’s needs.
- Develop a strategic workforce plan, including how to determine short-term and long-term needs, analyze the data, and implement a new and improved approach to workforce planning.
- Evaluate the effectiveness of the workforce plan and reflect on future adjustments.

\*Visit <https://www.shrm.org/credentials/certification/recertification> for the most up-to-date recertification credit details.

## Program Modules

This program includes the following modules:

- Module 1: Introduction
- Module 2: Strengths Before Strategy
  - Skills and strengths defined
  - Comparing skills and strengths
- Module 3: Interpret Business Strategy
  - Strategic planning process
  - Connecting workforce planning to the organization strategic alignment
  - HR strategic plan overlap
  - RocketElite Case Study: Introduction
- Module 4: Determine Workforce Planning Needs
  - Workforce planning definition
  - Shifting to a skills focus
  - RocketElite Case Study: Exchange with Health and Safety Leader
  - Workforce planning SWOT activity
  - Demand analysis
  - Workload analysis
  - RocketElite Case Study: Department Leader Action Planning
- Module 5: Analyze and Assess Talent Supply
  - Supply analysis
  - Data analysis
  - Data review and emerging themes
  - Competency assessment
  - RocketElite Case Study: Data Analysis for the Department Leader
- Module 6: Formulate the Workforce Plan
  - Gap analysis
  - Solution design
  - Strategic alignment
  - RocketElite Case Study: Document the Gaps and Plan Scenarios
- Module 7: Implement the Workforce Plan
  - Create business case
  - Create buy-in
  - Create plan for solution implementation
  - Create plan for change management
  - Create communication and training strategy
  - RocketElite Case Study: Generate Buy-In with the Executive Team
- Module 8: Measure Workforce Plan Effectiveness
  - Metrics and developing effective metrics
  - Communicate results
- Module 9: Conclusion