

STRATEGIC WORKPLACE PLANNING

2-Day Training course: Future proof your organisation in times of great change. In the current environment of constant change and rapidly emerging technologies, it is essential for organisations to future proof themselves. Strategic Workforce Planning helps organisations avoid ad-hoc and knee-jerk reactions to the volatile environment. It forces organisations to look at the future of their industry and their customers changing needs and take a proactive approach to recruiting and developing skills within the organisation.



18 – 19 February 2020 • Sydney

17 – 18 March 2020 • Melbourne

Key Learning Objectives

- ▶ Discover the importance and benefits of Strategic Workplace Planning
- ▶ Future proof your organisation
- ▶ Work through the cycle of Strategic Workplace Planning
- ▶ Analyse your organisation's current position and potential vulnerabilities
- ▶ Analyse the future needs of your organisation
- ▶ Learn to set more effective organisational goals and Key Performance Indicators
- ▶ Learn to conduct a Gap Analysis to help with planning
- ▶ Use a SWOT analysis to plan for the future
- ▶ Develop strategies to bridge the gap between the current and future needs of your organisation
- ▶ Make effective recommendations to senior management
- ▶ Effectively evaluate the plan and prepare for the next cycle

Our Expert Course Instructor



Adam Le Good has over thirty years' experience as a Learning and Development professional, working with a wide variety of clients throughout Australia and New Zealand. Combining his knowledge of adult learning principles, group dynamics, learning styles and human behaviour with practical applications of management principles and theory ensures you will not only enjoy your learning experience, but also be able to translate newly acquired skills to the workplace.

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ABOUT THE COURSE

This intensive two day workshop is designed to introduce the concept of Strategic Workplace Planning and guide you through the process. Future proofing your organisation against internal and external environmental changes is a significant challenge for organisations today. Whether it is changes in the political environment, a changing customer demographic, emerging technologies or even your own unanticipated success, change is impacting all organisations constantly.

Learn how to anticipate and plan for the future needs of your organisation. Undertaking an analysis of current and future needs to ensure organisational capacity, and then using that analysis to ensure you have the right people with the right skills in the right place at the right time.

You will come away with a range of practical tools and techniques for Strategic Workplace Planning which can be immediately implemented within your organisation to ensure a smoother transition from where you are now to where you need or want to be in the future.

The workshop will draw on real scenarios from the participant group as well as case studies, practical examples and small group discussion.

WHO WILL BENEFIT?

The program is designed for Human Resource and Learning and Development professionals who wish to undertake the Workforce Planning Process.

Would You Like To Run This Course On-Site?

Informa Corporate Learning: On-site & Customised Training

If you have **8+** interested people, an onsite course can be an ideal solution. Speak with **Anton Long** or **Holly Baldwin** on **+61 (02) 9080 4455** to discuss your customised learning solution, or email training@informa.com.au

EXPERT COURSE INSTRUCTOR



Adam Le Good has worked in a range of Human Resources positions for over thirty years. In his current role as a Learning and Development Consultant he has developed and conducted a wide variety of management and personal development programs for a broad cross section of clients throughout Australia and New Zealand since 1995.

He uses practical applications of management principles and theory plus a humorous and theatrical style to ensure that participants enjoy their learning experience, gain practical skills and are able to translate these newly acquired skills back into the workplace.

His passion for and knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants.

As well as a degree in Psychology, Adam has completed a Certificate IV in Training and Assessment, an Advanced Train the Trainer and a Creative Training Techniques workshop. In addition, he holds a Diploma of Management.

With a background in theatre and a passion for photography, Adam brings a level of creativity into the training room. Combined with his responsiveness to the group's needs and ability to draw on his wealth of organisational knowledge, participants are ensured of a meaningful and engaging learning experience.

Adam has also been involved in a number of large organisational change implementations for State Government, Academia and the Aged Care/Disability sector giving him a unique insight into the future of organisations.

Adam is an accredited administrator of the Myers-Briggs Type Indicator (Step I and II), the Team Management Systems, the Belbin Team Roles and The DISC Advanced Profile. He is also a member of both the Australian Institute of Training and Development and the Institute for Learning Professionals.

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2-Day Intensive Course Outline

The group will work through the program either using their own organisational examples or working through a generic case study. The two days will be full of practical experiences, small group discussion and instructor lead activities.

Introduction to Strategic Workplace Planning

- What is Strategic Workplace Planning?
- How would you define Strategic Workplace Planning?
- Why is Strategic Workplace Planning important?
- What are the benefits of Strategic Workplace Planning?

The Strategic Workplace Planning Cycle

- An overview of the Strategic Workplace Planning cycle

Practical activity:

- Introduction of Case Studies
- Participants will apply the planning cycle to their own workplace or to a generic case study

Understanding your current position

- Beyond just the numbers
- Conducting a current talent audit
- Assessing the 'flight risk of staff'

Future business goals

- Conducting a PEST analysis
- Reviewing the current organisational mission/vision
- Ensuring alignment
- Setting organisational goals and objectives
- Effective Key Performance Indicators

Practical activity:

- Participants will conduct a PEST analysis to their case study and also develop a set of measurable goals

Gap Analysis

- What skills are needed
- What skills exist
- What is the gap
- Utilising a SWOT analysis for better outcomes

Practical activity:

- Participants will conduct a SWOT analysis to their case study

Closing the gap

- Developing strategies to close the gap
- When to retain
- When to recruit
- When to outsource?
- Introduction to Talent Management
- Revisiting the flight risk
- How to retain key team members

Getting the green light

- Prioritising the plan
- Making the pitch to senior management
- What to include and what to avoid

Practical activity:

- Participants will develop a senior management pitch for their case study

Implementation

- Developing timelines
- Gantt charts and action plans
- Key components of implementation

Practical activity:

- Participants will develop an implementation timeline for their case study

Evaluation and revision

- The three levels of success
- Report on recommendations

Personal action plan

- Individuals will develop an action plan to take back to their workplace to help implement practical and realistic Strategic Workplace Planning processes, or to improve their current ones

WHAT OUR CLIENTS SAY

"Outstanding! Adam is a talented communicator and made a complex and potentially dry subject extremely accessible, intensely stimulating, educative and fun!!! Commendable!!"

"Adam has amazing knowledge and the ability to share and let you understand it. I love listening to Adam. Never a dull moment. Extremely informative."

"The facilitator was excellent. He was very entertaining yet informative and highly intelligent. The content of the workshop was relevant both to the workplace and life generally."

"Very enjoyable training. Adam had lots of useful examples and had a great energy to run an enjoyable session."

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Easy Ways to Register

1 Web
www.informa.com.au/workplaceplanning

2 Telephone
+61 (02) 9080 4395

3 Email
training@informa.com.au

Stay Connected



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Course Codes	Location	Course Dates	Super Early Bird price valid until SY - 10 Jan 20 ME - 7 Feb 20		Early Bird price valid until SY - 31 Jan 20 ME - 28 Feb 20		Standard price valid after SY - 31 Jan 20 ME - 28 Feb 20		4+ Dels Discount	
P20GC25SY	Sydney	18-19 Feb 20	\$1,995 + \$199.50 GST	\$2,194.50	\$2,295 + \$229.50 GST	\$2,524.50	\$2,395 + \$239.50 GST	\$2,634.50	\$1,836 + \$183.60 GST	\$2,019.60
P20GC25ME	Melbourne	17-18 Mar 20	\$1,995 + \$199.50 GST	\$2,194.50	\$2,295 + \$229.50 GST	\$2,524.50	\$2,395 + \$239.50 GST	\$2,634.50	\$1,836 + \$183.60 GST	\$2,019.60

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Informa Corporate Learning – On-site & Customised Training

Informa Corporate Learning has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants.

If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

Why Choose On-site With Informa Corporate Learning?

- 1. Custom design** – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
- 2. Quality assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

Our Long Standing Clients Include:

ActewAGL, Ajilon, Ambulance Victoria, ANU, Arrow Energy, Australian Super, Barrick, BHP, Chevron Australia, Coffey International, ConocoPhillips, CSIRO, Dalrymple Bay Coal Terminal, Department of Education, Department of Planning, Electricity Generating Authority of Thailand (EGAT), ENI Australia, EY, Fortescue Metals Group, Health Purchasing Victoria, IBM, IP Australia, Jemena, Litmus Group, Metro Trains, Office of the National Rail Safety Regulator, Origin Energy, Pacific National, PT Freeport, Public Transport Authority – WA, QGC – BG Group, Queensland Rail, Rio Tinto, Romgaz, SA, South Australia Health, Telstra, Transport & Infrastructure, UBS, Woodside and more...

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