

WORKFORCE PLANNING & RESOURCING

DELIVERING THE RIGHT PEOPLE, AT THE RIGHT TIME, AT LEAST COST AND RISK

SEPTEMBER 7 & 8 BRISBANE: NOVOTEL | SEPTEMBER 10 & 11 SYDNEY: RADISSON BLU
SEPTEMBER 14 & 15 PERTH: ADINA APARTMENTS | SEPTEMBER 21 & 22 MELBOURNE: STAMFORD PLAZA



Key Benefits of Attending:

- Implement a workforce planning program that supports future business plans and financial objectives
- Effectively forecast and manage your workforce headcount, job families and annual labour costs
- Systematically plan and address future recruitment and resourcing priorities
- Develop succession planning & talent management programs that optimise bench-strength
- Identify and pro-actively address long-term workforce demographic and composition challenges



COURSE FACILITATOR

Stephen Moore, *Founding Director,*
Optimum Performance

Stephen Moore has over 20 years of experience in corporate life. He has trained and developed more than 4,000 HR professionals.

Who should attend?

People with responsibilities for:

- Human Resources
- Workforce Planning
- Recruitment & Resourcing
- Succession Planning & Talent
- HR Metrics & Analytics

TESTIMONIALS:

“ Stephen is a guru and coached the SEEK team to make significant improvements to our approach to HR metrics. ”

Group HR Director, SEEK Limited.

“ The Workforce Planning model developed and presented by Stephen has been very useful in allowing us to plan for changes in our workforce and the wider recruitment market and develop strategies to adapt to any global or local changes. Highly recommended process and facilitator. ”

Manager Organisation Development, City of Whitehorse

COURSE OVERVIEW:

In today's global labour market every organisation faces unprecedented challenges in effectively managing its employees into the next decade and beyond. While workforce productivity and expenditure are pressing issues in today's complex and challenging economic environment, careful and balanced consideration must also be given to long term endemic issues that include **baby-boomer retirement**, an **ageing workforce**, **significant skill shortages** and **changing generational expectations**.

To successfully navigate this potential minefield, astute Human Resources professionals must initiate the development and implementation of an effective Workforce Planning program that compliments and supports prevailing business and financial planning strategies.

This workshop will provide participants with an understanding of the essential skills and processes necessary to develop a sustainable Workforce Planning strategy that will directly influence future Human Resources direction, strategy, contribution and effectiveness.



TRAINER PROFILE

Stephen Moore

After more than 20 years in corporate life Stephen Moore established Optimum Performance Human Resources Consultants way back in 1995 with the joint objectives of empowering and enabling astute HR professionals to:

- Develop and implement advanced programs and services that would continuously improve workforce management and performance within their organisations;
- Progressively transform their HR departments from an operational support role to that of value-added business partner, thereby achieving "C" level recognition and support.

The result has been a long and never-ending journey into the world of HR Workforce Metrics and Analytics. An often misunderstood and over-looked discipline that in fact holds the key that unlocks the door to the executive table.

From humble beginnings Stephen has developed a diverse client base that now extends throughout Australia, New Zealand, South-East Asia and South Africa.

Stephen has trained and developed in excess of 4,000 HR professionals and line managers, worked with a diverse range of private and public organisations and written and published his own toolkits and software tools that at last count were being utilised by more than 300 organisations in 20 countries around the world.

Stephen has been a regular visitor to the USA where he has collaborated/bench-marked with pre-eminent organizations including Harley-Davidson, FedEx, NASA, Cisco, Aon Corporation, Hewlett-Packard & Marriott Hotels.

Organisations Stephen Moore has worked with include:

- | | |
|---|---------------------------|
| • Court Services Victoria | • Whitehorse City Council |
| • Greater Metropolitan Cemeteries Trust | • Townsville City Council |
| • Western Power | • Inland Revenue NZ |
| • Consolidated Minerals | • The Warehouse Group NZ |
| • Melbourne & Olympic Park Trust | • Tait Corporation NZ |
| • Specialty Fashion Group | • Leighton Construction |
| • Public Transport Victoria | • WA Water Commission |
| • Local Government Association Queensland | |

PROGRAMME DAY ONE

9:00 Welcome and Introduction

9:15 Session 1 - Workforce Planning: The compelling business case

Evaluating the essential elements that underpin the design and delivery of an effective Workforce Planning Program in any organisation.

- Examining the driving forces that compel workforce planning
- Examining the workforce planning model and methodology
- Examining governance structures and roles
- Examining the essential pre-requisites for success

10:45 Morning Tea

11:15 Session 2 - Workforce labour demand planning environmental scanning

Exploring our methodology and process that informs future workforce structure, headcount and job families.

- Business growth critical demand factors
- Business strategy critical demand factors
- Workforce replacement critical demand factors

Scenario Planning

- Creating scenario planning reports for designated job families

Labour Demand Forecasting

- Creating labour demand forecasts – job families
- Creating labour demand forecasts – consolidated

12:45 Lunch

1:30 Session 3 - Workforce labour demand planning

Conducting a structured risk assessment of future workforce resourcing requirements in order to identify areas of critical risk.

- Practical Exercises

What are HR Metrics & Analytics and why are they important?

- Gathering economic and workforce resourcing data
- Creating workforce resourcing risk assessment reports
- Prioritising designated job families

2:45 Afternoon Tea

3:15 Session 4 – Workforce labour supply planning

Creating integrated resourcing strategies that deliver least cost and risk to the organisation

Scenario Planning

- Examining the resourcing and procurement options menu
- Creating your workforce resourcing intervention strategies
- Completing your cost benefit analysis
- Revisiting your workforce labour demand forecasting reports

4:30 Close of Day One

PROGRAMME DAY TWO

9:00 Welcome and Introduction

9:15 Session 1- Workforce labour supply planning

Developing integrated talent pipelines that deliver the right people at the right time to meet future operating requirements

Building Bench – Strength & Depth

- Creating an effective Succession Planning program
- Developing and implementing integrated Talent Management Pipelines
- Designing and implementing a comprehensive Knowledge Management Strategy

10:45 Morning Tea

11:15 Session 2 - Sustaining your future workforce: Labour sustainability planning

Looking out over the horizon in order to pro-actively identify future workforce composition or capability challenges

- Identifying and ensuring long-term workforce labour capacity
- Understanding and preparing for rapidly changing workforce demographics
- Identifying future core competencies and desired workforce behaviours
- Building leadership capability in the virtual world

12:45 Lunch

1:30 Session 3 - Monitoring your progress: Workforce management reporting

Exploring the linkages between Strategic Workforce Planning and HR Metrics & Analytics

- What are HR Metrics & Analytics and why are they important?
- What are the key elements that comprise integrated workforce management reporting?
- What are the essential pre-requisites for success?

2:45 Afternoon Tea

3:15 Session 4 - Monitoring your progress: Workforce management reporting

Establishing and maintaining integrated HR Metrics Reporting that underpins the Workforce Planning Process

- Workforce headcount workforce turnover
- Workforce recruitment
- Workforce sourcing
- Workforce training & development
- Workforce succession planning
- Workforce talent management

4:30 End of Day Two

REGISTRATION FORM – HUM40

REGISTRATION FEE <small>ALL PRICES ARE EXCLUDING GST</small>	EARLY BIRD DISCOUNTS				STANDARD PRICE
	Register & book before				
	26 June 2015	17 July 2015	7 August 2015	28 August 2015	
2 day Masterclass	\$ 2,099	\$ 2,199	\$ 2,299	\$ 2,399	\$ 2,499

AN ADDITIONAL 10% GST IS APPLICABLE ON ALL CHARGES

SAVE! Choose between:

1: EARLY BIRD DISCOUNT. Register and pay by a deadline indicated above to achieve up to 20% SAVINGS on the Standard Rate. Registrations received without payment are ineligible for an Early Bird Discount and will be charged at the Standard Rate.

2: TEAM DISCOUNT. (i) Register 3 delegates and receive 15% DISCOUNT off the standard price
 (ii) Register 4 delegates and receive the 5TH TICKET FREE off the standard price
 (ii) Register 5 delegates and receive 25% DISCOUNT off the standard price

All group registrations must be from the same company, at the same time and for the same event. Registrants must choose between the most advantageous discount option. Only one discount scheme applies

5 EASY WAYS TO REGISTER

Phone: 61 2 9247 6000

Fax: 61 2 9247 6333

Email: registration@akolade.com.au

Online: www.akolade.com.au

DELEGATE DETAILS (Please complete in black letters)

Today's date: / /

Name

Job Title

Phone Email

Name

Job Title

Phone Email

Name

Job Title

Phone Email

Company

Postal Address

Mail: Akolade Pty Ltd
 Suite 3.02, Level 3, 20 Loftus St.
 SYDNEY, NSW, 2000 Australia

DATES & VENUE (Please tick)

BRISBANE
 September 7 & 8
 Novotel
 200 Creek Street,
 Brisbane QLD 4000
 (07) 3309 3309

SYDNEY
 September 10 & 11
 Radisson Blu
 27 O'Connell St,
 Sydney NSW 2000
 (02) 8214 0000

PERTH
 September 14 & 15
 Adina Apartments
 33 Mounts Bay Rd,
 Perth WA 6000
 (08) 9217 8000

MELBOURNE
 September 21 & 22
 Stamford Plaza
 111 Little Collins St,
 Melbourne VIC 3000
 (03) 9659 1000

EASY PAYMENT OPTIONS ABN 96 149 066 991

EFT: Transfer your payments to Akolade Pty Limited at Commonwealth Bank of Australia BSB 062 099 Account No. 1068 5915. Please quote HUM40 on the EFT.

CHEQUE: Please make out cheque to Akolade Pty Limited. Please quote HUM40 on the cheque.

CREDIT CARD: Please charge my VISA DINERS MASTERCARD AMEX
 * A credit card fee of 2.5% will apply for Diners or Amex in the amount of \$ _____

Card No: Expiry Date: /

Card holder's Name: _____ Signature: _____

VIP CODE

IMPORTANT NOTICE: Attendance will only be permitted upon receipt of full payment. Please note that programme and speakers are subject to change without notice. Akolade will not be responsible for any event re-scheduled or cancelled.

CANCELLATION POLICY: Should you be unable to attend, a substitute delegate is always welcome at no extra charge. Akolade regrets that no cancellations will be refunded, conference documents, however, will be sent to the delegates. For an event cancelled by Akolade, registration fees are fully refundable. Akolade will not be responsible for any event alterations, re-schedules, or cancellations.

PRIVACY POLICY: Please note that a portion of the data for this mailing was supplied by third party sources. If you would no longer like to receive promotional mail from Akolade, please opt-out by confirming in writing and forwarding your letter to marketing@akolade.com.au. Please note all opt-out re-quests will be processed within 30 business days from the date of receipt.