

Workforce Planning Training Opportunity

- Do you need to plan ahead for workforce challenges?
- Do you want to set priorities for workforce development in your organisation?
- Do you want training in developing a workforce plan?

The need for organisations to strengthen their workforce planning capability is critical in community mental health due to the transformation and growth brought about by the NDIS.

NDS in partnership with VICSERV is offering a subsidised training course in Workforce Planning to Community Mental Health Organisations in Victoria. The course will run over 4 months to allow time for the completion of a workforce plan for your organisation. You will need to gain corporate support and the engagement of your Board to participate successfully.

Target audience

- General Managers, Operational Managers
- Human resources, organisational development and corporate services managers
- Anybody in the organisation who is responsible for workforce planning and development

Participant outcomes

- Complete a workforce plan for your organisation using templates and tools provided
- Align your workforce plan with your organisation's operational and strategic plans
- Identify strategies to improve recruitment, retention, staff utilisation and development
- Expand your networks by meeting other organisations with common challenges
- Gain accredited training outcomes in workforce planning

Cost

The Victorian Government as part of the Sector Development Project has heavily subsidised this training program. The subsidy is available for one person per organisation; additional registrations are at the non-subsidised rate.

- Subsidised rate: \$550 per person inc GST
- Non-subsidised rate: \$2,500 per person inc GST

Training calendar

Event	Name	Date & Time
Workshop 1	Course Orientation; Start the workforce planning process	14 Feb '17; 9.30 – 4.30
Workshop 2	Workforce profiling and gap analysis	19 Apr '17; 9.30 – 4.30
Workshop 3	Implementing your workforce plan	20 Jun '17; 9.30 – 4.30

Training delivery model

The proposed training program has been developed to provide you as the participant with the knowledge and skills you require to gain the following Units of Competency related to Workforce Planning:

- BSBHRM513 Manage workforce planning
- BSBPMG519 Manage project stakeholder engagement
- CHCPOL003 Research and apply evidence in practice

The program has been specifically designed to suit managers in community mental health services. We understand that as a manager you will be time poor and will want a simple but effective method to develop your workforce plan.

The training program will be delivered through three face-to-face workshops. You will need to be able to attend all three workshops.

Assessment

Assessment tasks will be completed as part of the training, in order to gain the Nationally Recognised Units of Competency. The major assessment task will be the development of a workforce plan for your organisation.

Participation criteria

1. Participants will need to be able to study at Diploma level which includes skills in complex problem solving, analysis of organisation documents and forecasting organisation's future needs
2. Have the support of the executive management team and the board along with access to data and information about staff and clients
3. Have the access and ability to work with the organisation's stakeholders in the creation of the workforce plan to ensure that it is an organisational project
4. The subsidy is available for one staff member per organisation; additional participants can register at the full rate

Next steps

Interested participants will be required to complete a participant survey to assess eligibility for training. Go to: <http://tinyurl.com/vicserv-workforce-eligibility> to download and complete the survey.

For more information, contact:

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