



Managing your Workforce through Tough Times

Good workforce planning and development supports business through the good and bad times to support sustainability for the long term and a workplace culture that people want to be part of.

Program Outline

If you are looking for tools and techniques to assist you in all aspects of HR needs and Workforce Development you may want to register your interest in attending this Workforce Development Program.

- This program encompasses business practices, such as workforce planning, recruitment, training, management, reward, workplace practices, succession planning, retaining mature age workers and leveraging skilled migration.
- The program also includes such issues as retaining core competencies in times of difficult business conditions, understanding the best ways to manage possible labour adjustments, and sourcing and managing casual labour.
- Participants will learn how to develop short and long-term workforce development strategies in their own businesses that will assist them to increase productivity, reduce turnover and retain valuable skills.

Program Delivery

- The program is delivered over a series of 3 workshops (18 hours) during which participants progressively build up all key elements of their own Workforce Plan including assessing risks and ways to offset such risks.
- **A program is planned for 9th July, 6th August and 10th September 2009.**
- The program is delivered by experienced professionals, in an engaging and interactive manner that encourages participants to assess their own organisations and develop practical tools for implantation.
- Participants receive comprehensive materials including templates and checklists and have the opportunity to explore issues and strategies in a supportive environment.

(See reverse side for program content)

Where: Sport SA, Military Road, West Beach

From 8.30am to 2.30 pm on Thursdays

9th July, 6th August and 10th September 2009.

Program Cost The cost is \$150 (inc GST)

Strategic workforce planning and development is good business practice



**Registration of interest and enquiries to: Julie Millar (RecSA):
Ph 08 8351 2644 or fax 8351 2633; E-mail: Julie@recreationsa.org**

Name _____ **Number attending** _____

Business _____

Address _____

Business Ph _____ **Fax** _____ **Mob** _____ **Email** _____

Program Content



Government of South Australia
Department of Trade and Economic
Development

July 9th Workshop

What is workforce development? Why is a workforce plan important?

- Linking business planning & workforce planning
- What is a workforce plan?
- Your workforce issues

August 6th Workshop

Attracting the best people

- Job & skills analysis – What do you really need?
- Being an “Employer of Choice” – what does it take?
- Recruitment & Selection: being ahead of the pack
- Know what it costs to replace people



Increasing productivity

- Induction & Training: Minimise risk and maximise investment in recruiting
- Determining training needs: Current skill gaps vs. future business needs

September 10th Workshop

Performance Manage to get the most out of your workforce

- Balancing your expectations with your workforce’s expectations
- Managing mature, Gen X & Gen Y workers – what you need to know
- Flexible work practices: what are they?

Keeping your best asset – your workforce

- Dealing with a diverse workforce: Train – manage - reward!
- Reduce turnover costs through effective retention strategies
- Bringing it all together in a successful workforce plan

Presenter Profiles

Wendy
Taylor

Wendy Taylor has held positions with company responsibility for workforce development and will share 20 years experience of better practices in workforce development with participants. She focuses on the development of workforce capability and its alignment with business strategy.

Wendy holds a Master of Arts (Interdisciplinary Studies), UNSW, a Diploma and Certificate IV in Training and Assessment. She has supplemented this with management studies at AGSM, Mt Eliza and the Australian Institute of Company Directors.

Des
Kalisch

Des Kalisch has provided workable HR advice and solutions to a wide variety of businesses over the past 20 years. He has a passion for developing the people side of the business and significant experience in recruitment, induction, training, performance management and career development.

Wendy and Des will guide participants through the key concepts of workforce development to the preparation of their own workforce plan, during the workshop series, with lots of practical tools and resources specifically written for small to medium businesses, to take away. Whatever your stage of business development, these resources are suitable - from start-up through to the mature business.