



# **FREE** WORKFORCE MANAGEMENT PROGRAM

DRIVE YOUR WORKFORCE PRODUCTIVITY THROUGH INNOVATIVE WORKFORCE MANAGEMENT AND CREATE A DIVERSE WORKFORCE PROFILE

## Why participate? You will:

- meet colleagues from across a range of industry sectors and new people with different networks;
- gain ideas on practical workforce and business improvements to implement that are proven;
- develop your understanding of strategic workforce management and how to run your business better;
- get free one-on-one support to work on whatever you want to such as a strategic or business plan, workforce plan or specific HR issues, or your idea/project; and
- pick and choose what you want to get involved in and have input into what we focus on for you.

The program has a number of components including:

- **Workforce Re-engineering network** for you to share information and to pick up new ideas
- **Three options for workshops** aimed at an introductory, basic and intermediate level understanding and implementation of good workforce management practices – you can choose to attend the sessions that meet your requirements; and
- **One-on-one coaching and mentoring** sessions (2 hours/participant) and practical, easy to use workforce planning, development and management tools – where we can get into the specifics for your firm.

**Methodology** – the network focuses on what participants want to develop their knowledge in using a Community of Practice approach and it's recommended you attend all three meetings if you can; for the workshops decide what level you are at and attend the one at the right level for you; and the coaching/mentoring is time just for you so get a date/time booked into your diary with us.

The **target audience** for the program is manufacturers, related services, clean energy, creative industries, defence, mining technology and firms operating in remote locations. Activities will be delivered **free of charge** to participants.

[Workforce BluePrint](#) has gained support from the Australian Government's [Enterprise Connect](#) program to run this program in South Australia. We will write up five participating firms as case studies and will document two good practice demonstration firms. The program will run from August – November 2010.

## **Registration Form**

### Workforce Management Program

To register for the program please put a tick in the **Book me in** column – **you choose** the events and activities you would like to be involved in – attend one, some or all of the activities.

| <b>Workforce Management Program</b>  | <b>Date/Time</b>                         | <b>Location</b>  | <b>Book me in – you choose...</b> |
|--|--|--|-----------------------------------|
| Workforce Re-engineering Network meeting –attracting new staff to fit your culture | 25 August 2010<br>5.00 – 6.30 pm         | Quest Hotel - Conference Room<br>33-37 Main Street<br>Mawson Lakes SA 5095         |                                   |
| Delivery of Level 1 workshop - An introduction to innovative workforce management  | 9 September 2010<br>10.00am – 11.30am    | Quest Hotel – Conference Room<br>33-37 Main Street<br>Mawson Lakes SA 5095         |                                   |
| Workforce Re-engineering Network meeting - getting the right staff                 | 29 September 2010<br>5.00 – 6.30 pm      | Colonel Light Hotel – The High Rollers Room, 141 Currie Street<br>Adelaide SA 5000 |                                   |
| Delivery of Level 2 workshop – Develop a workforce plan in 5 easy steps            | 14 October 2010<br>9.30am – 12.30pm      | Education Development Centre – Room G.52, 4 Milner Street, Hindmarsh SA 5007       |                                   |
| Workforce Re-engineering Network meeting – retaining the good ones                 | 3 November 2010<br>5.00 – 6.30 pm        | Arkaba Hotel – Osmond Room<br>150 Glen Osmond Road<br>Fullarton SA 5063            |                                   |
| Delivery of Level 3 workshop – Write your own workforce plan                       | 11 November 2010<br>10.00am – 1.30pm     | Marion City Council<br>Mayor's Parlour<br>245 Sturt Road, Sturt SA 5046            |                                   |
| Coaching and Mentoring   | Time and date that suits you for 2 hours | Location: Your place   |                                   |

Please provide us with the following information and forward this registration form to Meredith Baker our Office Manager, via [Meredith@workforceblueprint.com.au](mailto:Meredith@workforceblueprint.com.au) or fax 08 8387 9820 by **20.8.10 in time for the first event.**

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_ Email: \_\_\_\_\_

What are your top 3 business issues?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_