



Workforce Management Services

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“A designed approach to workforce development and planning”

Workforce development and planning is necessary to ensure your organisation has the desired workforce profile now and into the future to meet your strategic goals and directions.

Workforce BluePrint supports you in measuring your workforce strengths and forecasting workforce needs by building capability frameworks; undertaking skills stock takes, training needs analysis and competency profiling; and writing workforce plans.

Working alongside you to build your skills, knowledge and experience – we won't make you consultant reliant and you get access to tools, templates and proven workforce development and planning methodologies. So here's what we can help you with:

Building a Capability Framework

A capability framework usually includes competencies – core (for everyone), leadership and job specific; values and behaviours; and key performance indicators or targets. Once built and validated the framework can be used to measure individual, team and organisational capability, for recruitment, career planning, succession, performance management and transition.

Developing a Workforce Plan

It's not as hard as you think when you have clear process steps, current workforce profile information, a sound approach to future forecasting, a workforce plan template to follow and help from experienced workforce development and planning practitioners. You can do it yourself (D.I.Y), get some help through mentoring and coaching or we can facilitate the process with you. Identify workforce attraction, retention, succession planning and transition strategies and implement gap closing strategies.

Facilitating, Researching and Managing Workforce Projects

Workforce BluePrint is experienced in managing workforce development and planning projects for teams, enterprises, governments, cluster and networks, industry sectors, communities and regions. Focusing on strategic goals/outcomes we apply a workforce implications lens to determine priority issues for your workforce now and into the future.

A stock-take of the current workforce includes workforce demographics analysis and skills profiling. The futures planning process links to the strategic planning timeframe and details the 'desired' workforce, demand and supply forecasting. A gap analysis results in a workforce action plan, prioritisation and advice on implementation, ongoing review and evaluation.

We work across all states/territories in Australia, with many sectors and industries with recent examples including Banking and Finance; Building and Construction; Business Services; Community Services and Health; Contact Centres and Telecommunications; Disability; Defence; Education; Government; Human Resource Management; Industry Bodies and Associations; Manufacturing; Small and Medium Sized Enterprises (SME's); Tertiary and Vocational Education and Training (VET); and Water.

Mentoring and Coaching

Want to manage workforce development and planning yourself with a little external help? Workforce BluePrint provides one-on-one and group mentoring to practitioners, organisations, networks and Communities of Practice interested in building their knowledge and practice in workforce development and planning.

Professional Development

Ranging from an introduction to workforce development and planning to our [Workforce Architects Bronze-Silver-Gold-Platinum programs](#) we offer lots of choices for your professional development. Topics include:

- An introduction to workforce development and planning
- Attraction, recruitment and selection
- Building capability/competency frameworks
- Capitalising on generational diversity
- Induction, training and development
- Knowledge management and succession planning
- Skills demand and skills supply
- Skills stock take and training needs analysis
- Strategic priorities and performance measurement
- Values – corporate alignment
- Workforce retention and transition
- Workforce statistics and analysis

Tools and Templates

Use a variety of smart tools such as [Skillsbook™](#) for current and future workforce skills profiling and the Harrison Assessment tool for identifying behavioral competencies, work preferences, performance management and career planning. We have workforce planning and skills profiling templates, models and templates as well as data analysis tools. Access these tools to support you in clear process steps, comprehensive reporting and sustainable workforce planning practice.

Undertaking a Skills Stock take, Training Needs Analysis and Competency Profiling

Reviewing your financial position is fairly straightforward – your income, expenses, profit and loss figures are all calculated with a monetary value. Understanding the current and latent skills mix, strengths and development gaps of individuals and for workforces can be difficult. Workforce BluePrint can provide you with a Skills Stock take™, a look at where you are now and where you want to be with a blueprint to get there.

For individuals and solo entrepreneurs Using skills profiles to define individual capability in a workplace context can support recruitment, job matching, career development, performance management, succession planning and knowledge management. For solo entrepreneurs a skills profile outlines what you can do, it's your own capability statement for winning jobs, developing proposals and providing services.

For teams Building a picture of a team's capability involves developing individual profiles and aggregating the results. This concept can be applied to any aggregation within an organisation such as a business unit, department, location and/or of all people in a particular position

The common strengths, that are specific skills found in a majority of individual's profiles, can be used to describe the team's capabilities. The identification of prioritised development needs through the skills stock take process is equally important. An evaluation of the team's strengths (skills held) and development needed (skills gaps) will identify areas for improvement such as recruiting new team members with the [gap] skills required or upskilling across the team or structural change through job redesign.

For organisations Profiling the capability of an organisation, or of a large group, using skills recognition, can be undertaken using a variety of methodologies. Individual profiles can be aggregated at an organisational level, specific job roles may be a priority and therefore profiled first or solely, or an approach using a sampling technique across the organisation and at different job levels can provide a picture that can be extrapolated to represent an organisational profile.

For clusters and networks Skills can also be used to measure the capability of a cluster or network of businesses or a skills ecosystem via a skills stock take process. This involves profiling a sample of employees across different job roles and levels including management, administration, sales/marketing and technical areas. Information can then be aggregated to provide the CEO or business owner with a picture of the skills within their business and their development needs. A comparison or benchmark can be undertaken of the business profiles against each other and against the requirements of a major project or expectations of supply chain partners.

For industry Identifying the current skill level of an industry through a skills stock take process and identifying the key training needs can be undertaken in a variety of ways. A sampling technique can be used for industry skills by profiling

a 'representative' group of workers across a number of different enterprises. This process can be undertaken on site with questioning around what can you do?, what do you know? and so on.

For regions and communities Using a change management and community capacity building approach, skills profiling can also describe the skills, capabilities and human capital or assets within a region or community.

Profiling small businesses or community members within a town, or an indigenous community setting, can provide information far broader than skills strengths and training needs. The analysis of the current picture gained through skills identification/recognition, with the future picture of where the region/community wishes to be in terms of economic development, sustainability and the labour force, can value add to the community planning process, support structural adjustments (particularly in a workforce context) and/or identify areas for community growth. The growth areas may relate to new business development, regional context and focus and population/skill set demographic change.

Training Needs Analysis Identifying current skills are important, working out what to do next is critical. Workforce BluePrint provides Training Needs Analysis services to pin point gaps and prioritise development needs to meet your business needs and goals, whether it's moving into a new market, restructuring, harnessing latent capabilities or transitioning.

Competency Profiling Gain a picture of your skills, those of your staff and contractors, retrenched workers or for specific job roles. Competency based job descriptions and performance management approaches as well as a capability framework for the organisation overall means you'll know what you have got in terms of skills, where the gaps are and what you need.

Workforce Development and Planning Practitioner Profiling

Based on our work with many human resource, organisational development and training practitioners, we have developed a behavioral competency and skills profile of a Workforce Development and Planning Practitioner. Self assess your skills, competencies and preferences against our benchmark – where are your strengths and gaps as a practitioner? Use the self-evaluation reports to identify development needs and career objectives.

For further information contact Workforce BluePrint on +61 8 8387 9800,
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