



Workforce Management Tools

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“A designed approach to workforce development and planning”

Tools, templates, models and resources make the task of workforce development and planning, skills and behavioural profiling, capability framework design, job profiling and training needs analysis much easier.

We provide access to the following tools that fit with what you want to do:

Capability Frameworks

Build a capability framework including competencies – core, leadership and job specific; values and behaviours; and KPI's, targets and performance measures. We have developed frameworks across different industry sectors including Building and Construction, Business Services, Community Services and Health, Defence, Disability, Government, Non-government Organisations, Small Business, Telecommunications, Vocational Education and Training, and Water. Streamline your approach by utilising our existing capability frameworks and customising to suit you.

Community Sector Workforce Toolkit

Designed specifically for the Community Services and Health sector and applicable across other industry sectors, gain a free copy of this toolkit including electronic templates and resources.

Go to: <http://www.ntcoss.org.au/> to download.

HATS (Harrison Assessments)

Use HATS for selecting and developing top performers as well as identifying match to values and behaviours and job role preferences. HATS assess eligibility – education, experience and hard skills and suitability – attitudes, motivation, interpersonal skills, work preferences, interests and values.

Why not participate in a free trial?

Contact Don: ha@employmentprofiling.com.au and let him know Workforce BluePrint referred you.

Individual Capability Development Plan

Use our Individual Capability Development Plan template for an evidence based approach to performance management including demonstration of workforce values, commitment to strategic business priorities, competencies, strengths, development needs and capability development action plan.

Skillsbook™ for skills profiling, skills stock take, job profiling, competency frameworks

Skillsbook™ is an online tool with a powerful back end database of all units of competency from the National Training System. We use Skillsbook in a number of different ways:

- To profile all the skills of an individual's (e.g. students, job seekers, existing workers, retrenched workers, solo-entrepreneurs) with the option of matching to qualifications and supporting formal skills recognition (RPL);
- To support an evidence based approach to performance management;
- To profile the skills of team members including areas they can develop others, areas that they are competent in and areas they need development in;
- To profile the skills required in a specific job role and build competency based job descriptions;
- To identify core and leadership skills for an organisation;
- To build competency frameworks for organisations including small-medium sized enterprises and industry sectors;
- To sample skills strengths and development needs across an organisation, project, cluster/network, industry sector, regions and communities; and
- To undertake a Training Needs Analysis.

Small Business Health Check

Based upon the Balanced Scorecard this easy to use online tool gives you an immediate picture of the health of your small business. A comprehensive report and action plan helps you with where to next and we can provide you with coaching/mentoring support if you need an expert view.

SPSS for Workforce Demographics Analysis

Using SPSS for data analysis makes the job of understanding workforce priorities, trends and demographics pictures so much easier. This tool tests data sets against each other to look for correlations. Have a go yourself or use our expert associates to analyse your workforce data.

Workforce Management Model

What is workforce development, workforce planning and human resource management? People use the terms interchangeably and it's confusing so apply our Workforce Management model to understand key terms and workforce management activities.

Workforce Plan Checklist

Already got a workforce plan in place? Validate your workforce plan using our workforce plan checklist – confirm you are on the right track and identify any gaps.

Workforce Plan Template

The workforce plan template follows our workforce planning and development model, is easy to use and is tried and tested across many different industry sectors and organisations. Format the plan to suit your organisation and we can provide you with coaching/mentoring support to complete the plan if you need.

Workforce Planning and Development Model

Follow our 5 stage approach to workforce development and planning and together with the workforce plan template, produce your own plan or ask us for some help.

Workforce Planning Standards

Refer to the Workforce Planning Standards to understand:

- What is workforce planning?
- Why is workforce planning so important?
- Common barriers to workforce planning
- Whose responsibility is it?
- Better data, better decisions
- Implementing workforce planning – where do you begin?
- Checklist for workforce planning
- Resources and websites

Go to: www.standards.org.au for a copy of the HB 299-2008 standards

Your Business – Your People

Developed for the Department of Trade and Economic Development in South Australia this kit is aimed at small-medium sized enterprises and is useful for anyone undertaking workforce development and planning.

Got to: <http://www.southaustralia.biz/Article/NewsDetail.aspx?id=745>

For further information contact Workforce BluePrint on +61 8 8387 9800, 0416 150 491 or email wendy@workforceblueprint.com.au and visit www.workforceblueprint.com.au



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