**Workforce Planning and re-design workshops**

**Skills for Care in partnership with Somerset County Council**

Central to developing the adult social care workforce is effective workforce planning. Workforce planning is the process used by employers to ensure they have the right workforce to meet their business objectives and deliver effective personal care plans. A good workforce plan will help your organisation be more successful and ensure you have the right people in place with the right skills at the right time to meet the needs and future opportunities for your business.

When done well, workforce planning enables us to anticipate and respond to the changing needs of the population and market over time.

Skills for Care is working together in partnership with Somerset County Council to deliver a learning and development workshop (delivered virtually) for care provider employers across Somerset to engage them in workforce planning and workforce re-design. The sessions will describe what workforce planning is, what information is needed to do it effectively, how to affect change and workforce transformation as well as provide a number of practical resources and guides to enable employers to undertake workforce planning for their own organisations.

**Dates / Times**

We will deliver two x two-hour sessions per cohort (up to 20 attendees per cohort), with an additional two-hour group session at the conclusion.

**Cohort one:**

* Session one: Thursday 13th January 2022, 13.30 – 15.30
* Session two: Thursday 27th January 2022, 14.00 – 16.00

**Cohort two:**

* Session one: Tuesday 18th January 2022, 13.30 – 15.30
* Session two: Tuesday 1st February 2022, 14.00 – 16.00

**Group session for both cohorts:**

* Tuesday 8th February 2022, 13.30 – 15.30

**Learning Outcomes**

After attending the course delegates will:

* Understand what workforce planning is and why it is important
* Know how to access appropriate data and information necessary to create a workforce plan
* Know where to find relevant resources and templates to help with workforce planning

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| **To register your interest, please complete this form:**[**Workforce Planning & Re-design Workshop Booking Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=BvYktXr3okqNov5wNDsMzol0XR0MecxKsCZZYjmePORUNkIyUlVXTDFEQlpKOUdRRlI4VDJINDQ4MC4u) |

**Suggested preparation work before Day One:**

* Log in or create an account for the Adult Social Care-Workforce Data Set (ASC-WDS) and identify your key workforce statistics (e.g. vacancy rate, average length of service, turnover, number of staff due to retire in the next 10 years) : [Adult social care workforce data (skillsforcare.org.uk)](https://www.skillsforcare.org.uk/adult-social-care-workforce-data/adult-social-care-workforce-data.aspx)
* Read the information about workforce planning and Integrated Care Systems that will be provided after you register for the event.

**Day one will cover**:

* What is workforce planning and why is it necessary?
* What information is required to create a workforce plan?
	+ Adult social care workforce data set
	+ Information and local context from Somerset County Council: What does the landscape in Somerset look like? – demographics, projected needs and aspirations of people who use care and support services, commissioning trends and priorities.

Between sessions you will be encouraged to consider the following questions:

* *What services are you going to want to deliver in the future?*
* *What is your future workforce going to look like? Map the skills, knowledge and competencies of your future workforce. What learning and development opportunities is your workforce going to need? What roles might be in your workforce that hold these skills, knowledge and competencies?*

**Day two will cover:**

* Workforce re-design and transformation – key principles to take account of when changing the way your staff work
* Workforce re-design: people, planning and performance – working through change constructively
* Building a workforce that is part of an Integrated Care System
* Measuring your outcomes – a framework for measuring the impact of workforce planning, re-design and investment

**Day three – group session:**

* Practical examples of workforce planning and re-design *(to include examples from other employers)*
* How workforce planning impacts on everything you do
* What next? – practical resources and guidance to help you to continue the journey of transformation.

**By attending this development opportunity, you will receive a CPD certificate:**

* Jointly branded certificate with learning outcomes and links to relevant KLOES