

## Workforce Planning Workshops

Strategic Skills for People Leaders

Strategic Workforce Planning is an increasingly critical imperative for business and government. All employers need tools and techniques to ensure that they will have the workforce to deliver on their strategy.



"A two-day workshop that demystifies a complex business solution and provides an approach that you can deploy straight away – a great kick start to our workforce planning efforts."

Lacey All, Manager, Workforce Planning, Starbucks Coffee Company

### Business Issue: Managing the Changing Workforce

Employers face trends such as an aging workforce, skills shortages, technological change, generational differences, education trends, work/life balance demands, outsourcing and globalization – which all affect their ability to attract and retain the workforce they need for the future. Understanding and managing the impacts of these trends is a crucial business skill.

### Solution: Strategic Workforce Planning

By learning and applying our industry-leading techniques, your people leaders will be better equipped to:

- Understand the demographic, economic and technological trends that affect you and your workforce
- Understand the direction that current trends and behaviors are taking you and your workforce
- Recognize and describe the workforce you need to achieve your business strategy
- Develop Scenario Plans
- plan, track and cost workforce programs for the workforce you need

This is a course that takes Strategic Workforce Planning beyond just the metrics. You will learn not just how to calculate the right numbers but what to do with them and how to build a real workforce profile.

### Workshops:

April 9–10, New York  
April 23–24, San Francisco  
May 14–15, Chicago  
June 4–5, Atlanta  
June 25–26, Washington DC  
July 16–17, Seattle  
August 6–7, Boston

### In-House Programs:

For teams of 5+, our program can be personalized and brought in-house. By tailoring to your organization's data, environment and strategy, your resources not only build in-depth understanding of Strategic Workforce Planning, but also outcomes that can immediately be applied in the workplace.

Workshop Outline	
Day 1	Day 2
<p><b>Introduction to Strategic Workforce Planning</b></p> <ul style="list-style-type: none"> <li>Understand and apply the workforce planning framework</li> <li>Tailor to meet your needs</li> <li>Leverage what you have</li> </ul> <p><b>Engage the business in workforce planning</b></p> <ul style="list-style-type: none"> <li>Understand your barriers and opportunities</li> <li>Design and deliver the right message for the business</li> <li>Tools and techniques to engage the executive</li> </ul> <p><b>Environment Scanning</b></p> <ul style="list-style-type: none"> <li>Recognize, filter and act on external trends and signals</li> <li>Identify and forecast relevant internal trends</li> <li>Incorporate identified factors to your plans</li> </ul> <p><b>Hands On Workforce Planning</b></p> <ul style="list-style-type: none"> <li>Segment the workforce</li> <li>Profile your current and future workforce</li> </ul> <p><b>Action Planning</b></p> <ul style="list-style-type: none"> <li>Employee Value Propositions</li> <li>Build holistic plans and milestones for closing gaps</li> </ul>	<p><b>Futuring</b></p> <ul style="list-style-type: none"> <li>Understand and choose the right futuring techniques</li> <li>Identify your "hotspots" with a No Change Future State</li> <li>Planning horizons</li> <li>Benefits and limits of forecasting</li> </ul> <p><b>Scenario Planning</b></p> <ul style="list-style-type: none"> <li>Guiding the business to explore the future</li> <li>Alternative futures through scenario planning</li> </ul> <p><b>Data Analysis</b></p> <ul style="list-style-type: none"> <li>Making metrics meaningful for the business</li> <li>Audience and accountability matrix</li> <li>Information Hierarchy</li> </ul> <p><b>Sample Templates and Plans</b></p> <p><b>Personal Action Planning</b></p> <ul style="list-style-type: none"> <li>Change management</li> <li>Effective project design</li> <li>Build your personal action plan ready to implement as soon as you are back in the office!</li> </ul>

"The session went way beyond theory and allowed us to really examine what we can do to position ourselves for future success given the changing landscape of our workforce, in both a qualitative and quantitative way"

Melissa Cummings,  
Head of Workforce Planning,  
Aetna



**100%  
Guaranteed**

These practical sessions are 100% satisfaction guaranteed, and provide your people with our proprietary tools and techniques for establishing and implementing effective workforce planning in the workplace.

## Small Groups, Rich Content, Highly Experienced Facilitator

Our workshops are strictly limited to fifteen participants, and are run by one of our founders – highly experienced workforce planners, not just trainers!

### Workshop Leaders

With nearly 16 years of strategic human resources experience, **Tess Walton** (left) is a leading expert on workforce planning and strategy. Her expertise ranges from designing and implementing HR strategy to outsourcing and planning ahead for future workforce needs. Tess used this wealth of strategic planning experience to shape the framework of Aruspex, a strategy firm used by the world's leading companies, which she co-founded and serves as executive director. A highly-sought speaker, Tess is frequently engaged by global organizations to develop their workforce planning processes and metrics.



Tess Walton, Stacy Chapman

**Stacy Chapman** (right) is a renowned human resources and software strategist with more than 15 years of experience in the industry. She is a co-founder of Aruspex, one of the world's leading workforce planning strategy firms; she currently oversees Aruspex's product strategy and marketing divisions. Stacy is a member of the Human Capital Institute's Expert Advisory Panel, and her work appears in publications around the world. Prior to Aruspex, she held a successful global strategy role with PeopleSoft, where she designed and launched market-leading workforce management solutions.

### Small Groups Allow Personal Contact

We strongly believe that the right number of people to have in a workshop is fifteen or less – and we keep it that way! You can be sure that you'll get the right level of personal attention.

### Practical Case Studies, Hands On Exercises

Our program understands that you need to tailor your workforce planning approach to suit you, and we provide case studies, tools and plenty of hands on exercises to make sure you don't just get a cookie-cutter approach.

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"A great introduction to workforce planning – excellent tools and ideas on what works from someone who has been there – I wish I was registered for the advanced session!"

Valli Johnson,  
Public Service Commission,  
Saskatchewan



**Saskatchewan  
Public Service  
Commission**

**Discounts for  
multiple attendees**

### Payment Information

Workshops cost \$1700 per participant, and you can pay by credit card, wire or check. Register online at [aruspex.com](http://aruspex.com), call 1-415-738-8405, or e-mail [workshops@aruspex.com](mailto:workshops@aruspex.com)

### Workshop Venue and Accommodation

We'll send you all the details about the workshop venue with your confirmation letter, which also includes more information about the session, and discounted rates for accommodation where they are available. Your confirmation pack will also include all the directions, pre-reading and everything you need to be sure you can arrive at the workshop ready to maximize your experience.

### Workshop Inclusions

You'll get a comprehensive resource book, electronic tools, sample plans, document templates, breakfast, lunch and plenty of snacks, drinks and of course coffee! We'll also give you the option to network with other attendees – and with other Aruspex networked workforce planners. And after the workshop you can be sure we'll be around to answer any questions you have – you'll be a member of the Aruspex community.

### Cancellations

We know that sometimes things happen, and you have to cancel. If you cancel more than fourteen days ahead and before you pay, we won't charge you a cent. If we have to refund your money, we'll only charge you a \$55 administration fee. Unfortunately, because we keep such small groups, if you cancel with less than two week's notice, no refund applies.

### Program Changes

Like you, sometimes we need to cancel or change arrangements due to circumstances beyond our control. If this happens, we'll make every human effort to contact you and advise, but we'll only ever be liable to refund your enrolment fee. We do everything we can to make sure this doesn't happen.

### Comments from our attendees:

"Very motivating . . . shared knowledge extensively"

"This course is a must for workforce planning"

"Valuable 2 days. It was great to speak to other planners about their journey"

"Great for networking"

"Two days seemed to fly . . . we covered so much material"

"Very informative. Good value"

"Exceptional and very practical"

**Register online at [aruspex.com](http://aruspex.com)**  
**Phone: 1-415-738-8405**  
**E-mail: [workshops@aruspex.com](mailto:workshops@aruspex.com)**