

Workforce Planning Program

Course Description

The Workforce Planning Program consists of four workshops and four one-on-one consulting sessions designed to guide participants through the development of a workforce plan for their organization. Under the direction of a required Executive Sponsor and Human Resource (HR) Champion, the Participant will lead a project team within their respective organization to develop the workforce plan over a five-month period. Upon workshop completion, participating organizations will have a completed workforce plan that meets CalHR's [policy requirements](#). The program includes a Kickoff event for all required roles (Executive Sponsors attend half-day, HR Champions and Participants attend full day) and a Graduation ceremony.

Required Roles

- A dedicated Participant(s) and/or team that has been established and approved to allocate up to 60 percent of its time to carry out the development and implementation of the workforce plan.
- An identified Executive Sponsor to actively engage executive leaders to participate in the workforce planning effort and support plan development and implementation on an enterprise-level.
- An HR Champion to facilitate the Participant's access to organizational workforce data, such as turnover and employee demographics, and ensure continuity of workforce plan ownership.

Program Prerequisites

To ensure success in the Workforce Planning Program, the Participant must possess the following:

- Advanced knowledge of Excel, equivalent to Excel Level 1, or access to a workforce data subject matter expert (SME) who can perform these functions.
- Ability to interpret data or access to a data SME so the Participant can provide recommendations to drive key business decisions.
- Ability to acquire MIRS and workforce separation data or access to workforce data SME prior to cohort Kickoff.
- Advanced writing skills or access to skilled editor.
- Ability to interface with all levels of management.

Objectives

- Understand what a workforce plan is and how it adds value to your organization.
- Develop knowledge and skills that are directly applied to the creation of an organizational workforce plan.
- Apply the State of California Workforce Planning Model to workforce plan development.
- Identify methods to effectively implement the workforce plan throughout the organization.
- Create a workforce plan for the organization.

Registration Completion

In order for your registration to be deemed complete, your organization must:

1. Submit one registration for your organization via CalHR's e-registration.
2. Upon receipt of e-registration's confirmation, email wfp@calhr.ca.gov the following information for each required role: Participant(s), HR Champion, and Executive Sponsor. An organization may submit the information below for a maximum of two Participants.
 - Name
 - Job Title
 - Classification
 - Phone Number
 - Email Address
 - Organization Address
 - Reasonable Accommodation Needed

In addition to CalHR's e-registration confirmation, you will receive a notification email form the CalHR Workforce Planning Team to confirm the completion of your registration.

TBD Dates/Location

- Kickoff (9:00-4:30pm)
- Competency Module and Workshop (8:30-4:30pm)
- Workshop 2 (8:30am-4:30pm)
- Workshop 3 (8:30am-4:30pm)
- Workshop 4 (8:30am-4:30pm)
- Graduation (2:00pm-4:00pm)

Cost: \$2250