



STRATEGIC WORKFORCE PLANNING COURSE

The Transformation Implementation Unit (TIU), in keeping with the stated outcome of Public Sector Transformation for 'Knowledge-based Workers (Trained Developed and Competitively Compensated)', introduces the Strategic Workforce Planning Certification Course and invites applications from HR Practitioners working in the public sector.

Workforce planning is a core business process of HR. As we seek to adjust our operating model to the requirements of the 21st century and to create a more agile and responsive public sector, strategic workforce planning is a skill that will be essential to our success.

This Course aims to provide a solid foundation of the principles of workforce planning and shows you how to create and use a strategic workforce plan for your organisation.

The Course is designed for virtual delivery over four half-days, with an additional four half-days of follow-up assessment, leading to certification.

It is being presented by our training partner, the Human Capital Institute (HCI), which is an institute for talent management and leadership related to human capital. The institute conducts training, certification, research, and education in this area. It was founded in 2005 and is headquartered in Washington D.C.

Persons interested in applying should fill out this application and return no later than **February 19, 2021** to **swptraining@transformation.gov.jm**.



APPLICATION FORM

Course Details:

Name of Course Provider	Transformation Implementation Unit (TIU) / Human Capital Institute (HCI)
Name of Course	Strategic Workforce Planning (SWP)
Dates	Cohort 1: April 13 to May 6, 2021 Cohort 2: May 18 to June 10, 2021 Cohort 3: June 22 to July 15, 2021 Cohort 4: July 27 to August 19, 2021
Outline of Course	<ul style="list-style-type: none"> • SWP in context • Organisational strategy alignment • Role segmentation • Environmental scanning • Current state analysis • Scenario planning • Gap analysis • Action planning • Monitoring and reporting • Vision for SWP • Implementing SWP • Sustaining SWP • Online assessment
Length of Course	For each cohort: 4 half-days for training 4 half-days for follow-up assessment

A. Personal Details:

First Name:		Job Title:	
		Substantive	
Last Name:		Acting	
Place of Employment (Name of Organisation):			
Date of Birth:		Employment Status:	Permanent [] Temporary [] Fixed-term Contract []
Email address:			
Telephone no:			
Qualifications:			
Work History with brief description of duties			
Dates:			
Name of Supervisor:			

B. Proficiency:

(i) Please indicate your computer skills as below:			
Microsoft Word	Working Knowledge []	Proficient []	Expert []
Microsoft Excel	Working Knowledge []	Proficient []	Expert []
Microsoft PowerPoint	Working Knowledge []	Proficient []	Expert []
(ii) Please include with this application form (space provided at the end) your thoughts on Strategic Workforce Planning: what it is, how it can help or hinder the work of HR Management and Development in the public sector generally and how it can support or hinder the work of the HR Management and Development function in your organisation specifically. This should be no longer than a page.			

C. Training Preference:

Please state your preference for participation in one of the 4 cohorts for these workshops			
Cohort 1 [] April 13 - May 6, 2021	Cohort 2 [] May 18 - June 10, 2021	Cohort 3 [] June 22 - July 15, 2021	Cohort 4 [] July 27 - August 19, 2021

D. Assessment:

Please tick the box below to indicate that you agree to the following:	
I agree to participate in an assessment for certification and to prepare a draft work product for my organisation, for discussion and evaluation with the HCI facilitators in the follow-up workshop. <input type="checkbox"/>	
Employee signature:	Date:

Please note: All selected applicants will move to the final phase of the application process. You will be required to complete an online self-assessment.

Failure to complete the self-assessment will negatively impact your selection for this Course. If you are having problems completing the form online, please contact Leslie Green at lgreen@transformation.gov.jm so that arrangements can be made for completion.

E. Training Approval:

To be completed by your supervisor and HR Director.

Please tick the box below to indicate your agreement to the statement:	
I agree to release _____ to participate in the SWP training should he/she be selected <input type="checkbox"/>	
Supervisor's signature:	HR Director's signature:
Date:	Date:

F. Thoughts on Strategic Workforce Planning:

As part of the application process, please write a short essay (no more than 350 words) outlining your understanding of what SWP entails, how it can help or hinder the work of HR Management and Development in the public sector generally and how it can support or hinder the work of the HR Management and Development function in your organisation specifically.