

Workforce Planning, Data & the Administration Role **Administrators Workshop**

27th April 2010 : 10am to 4pm
Jury's Inn, Union Square, Aberdeen

The planning of future service delivery is critical for the future & workforce planning can be a positive driver in this process.

In the North of Scotland the availability of workforce planning tools and their purpose was considered in 2008. During 2008/09 the Learning Network Tayforth Workforce Planning Project recognised the **critical role that administration processes have in contributing to effective workforce planning.**

Workforce planning is used successfully worldwide in many professions and is shifting from the role of HR to the whole workforce inclusively. The tools evaluated in the LNN report ([Workforce Planning Tools 2008](#)) gave example to the flexibility, adaptability and uniqueness of workforce planning but all are **dependant on quality information** and can be viewed as a **positive driver for the future of the Social Services.**

Consequently Learning Network North has organised a one day workshop to encourage further exploration of this topic.

The workshop has been developed to provide opportunities to:

- ◆ identify ways on which agencies can collaborate to meet learning needs, and to improve workforce planning administration processes across the network
- ◆ share examples of good practice
- ◆ explore the administration role and competences required for effective performance
- ◆ identify administration workers learning needs and the options available to meet them

The workshop is intended to be of interest to administration workers and managers who have responsibility for workforce planning processes, and who may also manage the administration function and workers.

Secure your place book online at <http://north.learningnetworks.org.uk/show.php?id=516>

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