How to enrol
Simply complete the registration form and return it to WRT as shown (contact Kath Whiting for a form or download it from our website, details overleaf).

What about the price?
The four-day course, final two-day follow up course, all course materials, IT and on-going support throughout the preparation of the case study will be provided by WRT for £1495.00*. The course has been produced in response to requests from stakeholder organisations such as SHAs and NHS trusts. Travel, accommodation and meals are extra.

What about assessment and accreditation?
The course is based at academic HE level 3. Feedback will be given on your practice-based assignment by your peers and a panel from WRT.

Next course dates:
12 - 15 October 2009
11 - 14 January 2009

* price as of October 2009 course.

The Workforce Review Team is hosted by NHS South Central

For further information about the WRT Workforce Planning Induction Course and for a registration form, contact:

Kath Whiting
kath.whiting@wrt.nhs.org
01962 814988

John Deagle, Management Lead
wrt.nhs.uk

1st Floor,
Staple House,
Staple Gardens,
Winchester
SO23 8SR

Enhance your workforce planning knowledge and skills

WRT Workforce Planning Induction Course
Who is the induction course for?

If you have completed the Skills for Health - Workforce Projects Team (formerly National Workforce Projects) Introduction to Workforce Planning workshop, or have an equivalent basic level of training in workforce planning and resources in the NHS, or are intending to take the post-graduate certificate in workforce planning, this induction course is the ideal link between the two. This course will be invaluable for staff who are new to workforce planning in an SHA or NHS Trust, or have some experience of workforce planning in health and social care.

This course is designed to give you 50 hours of ‘hands-on’ supported training to underpin your knowledge of workforce planning.

The course will highlight areas of the 6 steps model, particularly assessment of demand and supply.

You will be introduced to and use a series of tools and techniques, including modelling and evidence-based workforce research. Discussion and practice will take place in small groups under expert supervision.

What skills will you learn?

By the end of the course you will have experienced and practiced a wide range of workforce planning principles and applications. Your ability to produce accurate and relevant data for your own organisation will have developed considerably. Combining this with data and information produced by WRT will have broadened your knowledge.

The learning outcomes include how to:

- assess sources of data relating to national workforce planning
- search relevant quantitative and qualitative data sources
- apply appropriate tools including basic and advanced ‘Christmas trees’ and benchmarking
- critically reflect on current demand management issues and supply levers, and
- formulate a personal action plan and prepare and present a case study on workforce planning.

A full course programme will be sent to you when you register for the course.

How is the course taught?

The emphasis of this course is on the practical application of knowledge and the change process. Two thirds of the sessions will be utilised for group work, individual guided activities and practical demonstration and application.

You will be taught in a small group using workshops, seminars and practical demonstrations. During the first week of the course you will develop a personal development portfolio. During six months in your workplace you will have agreed contact time with WRT staff on-line, and by telephone, plus via a discussion forum with other members of the group. During this time you will be supported to produce a case study, agreed with your line manager, which you will present at the two-day follow up course six months later.

Teaching takes place at WRT’s own offices in Winchester, Hampshire and is taught by WRT staff who use and develop these techniques every day to support workforce planning decisions in 10 NHS Strategic Health Authorities in England. WRT is also able to deliver the course off-site.

What about the course content?

A full programme for the course will be sent upon registration, but it includes sessions on:

- Data sources
- Describing the healthcare workforce
- Demand and supply
- Demand management
- Supply levers
- Policy impact
- Influencing skills

A full course descriptor is available on request.

Following the first part of the course there will be a period of supported work-based learning when you can apply the skills you have learned to produce a work based project. The follow-up two day course will take place six months later when each student will make a 10 – 15 minute presentation of their individual project.