Strategic Human Capital Planning

IN GOVERNMENT

October 6–7, 2005
The Performance Institute • Arlington, VA

How You Will Benefit

Align HR Initiative to Agency Mission and Goals

Recruit, hire, develop and retain employees with the strategic competencies for mission critical occupations

Conduct a Workforce Assessment to Forecast Recruitment Needs

Ensure that your organization is appropriately structured to avoid excess layers and redundant operations

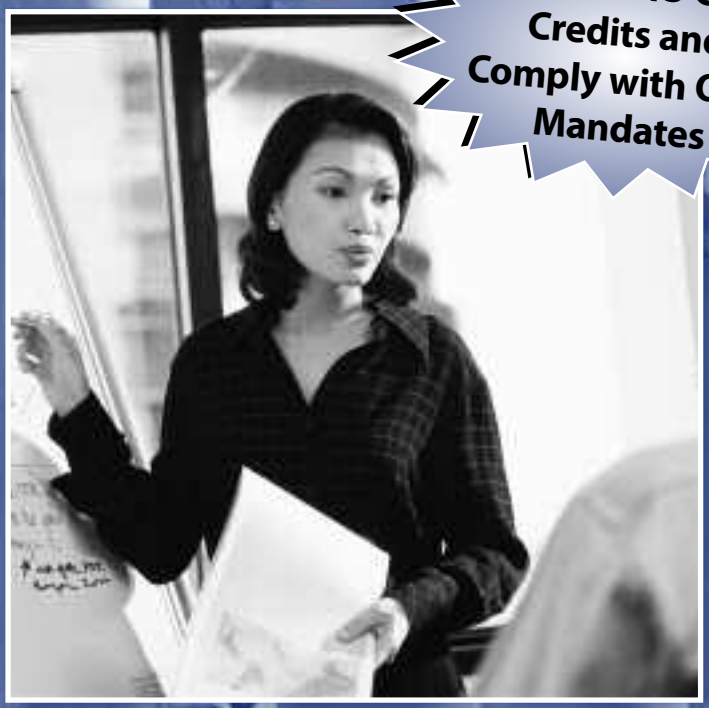
Redeploy Your Workforce to Maximize Organizational Results

Establish a process that identifies gaps in current employee's skills and candidate competency levels

Utilize Effective HR Measures to Improve Workforce Management

Establish performance goals that ensure your agency is well structured to support its mission in an effective and efficient way

Receive 15 CPE Credits and Comply with OPM Mandates



What You Will Learn

- Comply with OPM's Human Capital Standards for Success
- Key Elements of a Human Capital Plan
- Workforce Skills Inventory and Gap Analysis
- Forecast Retirements and Separations
- Model HR Performance Metrics

Presented by:

The Performance Institute

Apply a Seven-Step Process for Effective Human Capital Planning

www.PerformanceWeb.org

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PROGRAM AGENDA

Day One: October 6, 2005

8:30 Registration and Continental Breakfast

9:00 Step One: Project Launch: Managing Senior Leadership and Stakeholder Involvement
- Solidify senior leadership and stakeholder support for an integrated human capital strategic management process
- Create a project team to manage the Human Capital Assessment and Accountability (HCAA) process

9:30 Step Two: Mission Alignment: Clarifying Mission, Goals and Strategies of the Organization
- Build a human capital plan using the GPRA Strategic Plan as a foundation
- Use the Logic Model approach to clarify mission, goals and strategies

10:30 Step Three: HR Alignment: Identifying the Role HR Plays in Achieving Program Goals
- Focus on HR contributions to agency performance goals for each program
- Align HR functions to deliver desired performance

11:45 Networking Luncheon

12:45 Step Four: Workforce Assessment: Building Your Skills Inventory
- Determine core competencies and workforce profiles needed for optimum agency performance
- Conduct a gap analysis between current and desired state

1:45 Step Five: Workforce Development Strategies: Training, Development, Recruitment and Succession Planning
- Set recruitment and retention goals and strategies for skill areas and senior management
- Overcome skill gaps with professional development, talent management and knowledge management systems

2:45 Step Six: Performance Management Strategies: Creating an Employee Performance Management System
- Devise individual employee performance evaluation and reward systems
- Cultivating a performance-based culture in your workforce

3:30 Step Seven: HR Performance Measures: Establishing Performance Measures for HR Functions
- Develop performance measures for HR processes and systems
- Implement performance reporting and accountability systems

4:15 Adjourn

Day Two: October 7, 2005

8:30 Continental Breakfast

9:00 Workforce Assessment and Analysis
- Anticipate how the nature of your agency's work will change and identify future HR requirements
- Assess workforce needs based on your agency's strategic plan and project workforce gaps

10:45 Succession Planning and SES Development
- Create SES development plans that align with your agency's workforce
- Identify skill gaps caused by retirement and inter-agency transfers

12:00 Networking Luncheon

1:00 CASE STUDY: People are the Strategy
- Identify how to meet future mission requirements and succession planning challenges
- Learn how to become client-focused and employee-oriented

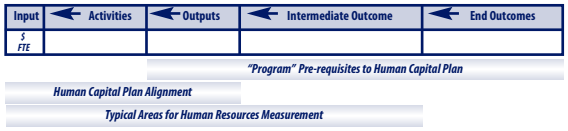
2:15 APPLICATION SESSION: Scenario and Planning Exercise
- Determine how to roll out strategic human capital plans in order to achieve organizational change

4:00 Adjourn

METHODOLOGY COVERED

This training will help you develop a performance-based human capital plan by applying a seven-step methodology that's compliant with the OPM standards for success and GAO guidance.

Building Human Capital Plans: Seven Steps Using the Logic Model



Step 1: Managing Senior Leadership and Stakeholder Involvement
Step 2: Clarifying Mission, Goals and Strategies of the Organization
Step 3: Identifying the Role HR Plays in Achieving Program Goals
Step 4: Building Your Skills Inventory
Step 5: Training, Development, Recruitment and Succession Planning
Step 6: Creating an Employee Performance Management System
Step 7: Establishing Performance Measures for HR Functions

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management and the Human Capital Management Certification Programs. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on knowledge management. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or Zach@PerformanceWeb.org.



Venue and Hotel:

Strategic Human Capital Planning will be hosted at the Performance Institute in Arlington, Virginia, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600, Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at Key Bridge. Please contact the hotel directly and use code ILCORPER when making reservations.

Holiday Inn Rosslyn at Key Bridge
1900 Fort Meyer Drive
Arlington, VA 22209
1-800-368-3408
www.holiday-inn.com/rosslynkbridge

Tuition and Group Discounts:

The fee for attending *Strategic Human Capital Planning* is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Thomas Bentson at 703-894-0481 or emailing him at Bentson@PerformanceWeb.org. Please use program code P385 when you register.

Cancellations and Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. **Note:** A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

CPE Credit:

Delivery Method: Group-live **Program Level:** Intermediate
Prerequisites None **Advanced Preparation:** None
CPE Credits: 15

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REGISTRATION FORM

To Register:

1. Call at 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

DELEGATE INFORMATION

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CARD NUMBER EXPIRATION