

WORKFORCE PLANNING ARE YOU READY?

WEDNESDAY 14 FEBRUARY 2018

9.30am to 4pm, Illawarra Forum, 106B Industrial Road, Oak Flats
Members \$180, Non Members \$280

**BOOK
NOW!**
Limited Places



Workforce challenges are a high priority for disability and aged care services. How do you get the right staff for the right job and retain them in the future? Move beyond band aid solutions for recruitment and retention with Workforce Planning.

At the end of the training you will:

- Identify the benefits of Workforce Planning for your organisation
- Understand the process and resources needed for successful Workforce Planning
- Learn how to integrate Workforce Planning into your organisations strategic and business planning
- Develop skills to design and implement a Workforce Plan

About the Session Trainer



Alex Carbonetti

Alex Carbonetti's mission is to work with organisations to align quality business systems and workforce development systems to achieve the organisation's strategic and business goals in a rapidly changing sector. Over the last four years Alex has delivered Workforce Planning Training to managers in the disability and health sectors across a number of states. As a result of these programs she has seen common trends across the sector and built an understanding of the challenges faced by organisations undergoing profound change.

Alex has worked in the disability sector for the last 15 years with a strong background in management, organisational and workforce development. She has worked in service organisations and registered training organisations and has continued as a consultant to assist clients review business systems and align workforce plans to strategic goals.

TRAINING

TERMS, CONDITIONS & ADDITIONAL INFORMATION

REGISTRATION:

Registration is essential to secure your place. Registration and payment is only available through our on-line booking system. A confirmation email will be sent to you once registered. Please retain a copy of this email as receipt of confirmation.

FEES:

All course fees are advertised in the course marketing material and on the Illawarra Forum website. Unless otherwise stated fees cover the training, all course material, catering and are inclusive of GST. Prices of individual courses and workshops may vary. Members of the Illawarra Forum receive a discounted price on training.

CAN'T MAKE IT?

If you are unable to attend your nominated course a substitute for your place is welcome to attend provided you advise us of the change. The full training fee will be charged if you or someone in your place does not attend the session and we have not been given notice as specified below.

REFUNDS:

If the registered participant is unable to attend a minimum of 3 days' notice is required to receive a full refund. If the registered participant provides less than 3 days' notice a refund of 50% of course cost will be refunded. If the course is cancelled, a refund will be paid in full.

VENUE INFORMATION:

Illawarra Forum is located at 106b Industrial Road, Oak Flats. Free on and off street parking is available. Walking distance from Oak Flats train station. Ramp at entry with bathroom located upstairs.

Illawarra Forum also delivers training at other venues as listed in the calendar, and details of which will be printed on your confirmation of booking.

CATERING:

Please advise us at time of booking of any specific dietary requirements.

TRAINING REQUIREMENTS:

Please advise us at time of booking if you have any specific training needs e.g. for visual, hearing or mobility impairments.