

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30409 — Workforce Planning

ISO Certification Programme



LAPT — London Academy of Professional Training

Address 85 Great Portland Street, W1W 7LT, London, United Kingdom

Email info@lapt.org

Telephone +44 7513 283044

Web lapt.org

Reference MGT-HRR-30409 • ISO Management & Services

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AT A GLANCE

REFERENCE	MGT-HRR-30409
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Change Management in HR

5 chapters · 30 classes 65 marks

• 1 Understanding Change Management Frameworks in HR — 6 classes

› 1.1 Define and Explore Change Management in HR

› 1.2 Identify Key Change Management Models and Theories

› 1.3 Examine the Role of Leadership in Change Management

› 1.4 Assess the Impact of Organizational Culture on Change

› 1.5 Develop Strategies for Effective Change Communication

› 1.6 Create a Change Management Plan for HR Initiatives

• 2 Identifying Change Drivers in the Workforce — 6 classes

› 2.1 Define Key Change Drivers in the Workforce

› 2.2 Analyze Internal Factors Influencing Change

› 2.3 Examine External Influences on Workforce Dynamics

› 2.4 Identify Impact of Technology on Workforce Change

› 2.5 Assess Employee Needs and Attitudes Towards Change

› 2.6 Develop a Change Readiness Assessment Tool

• 3 Engaging Stakeholders in HR Change Initiatives — 6 classes

› 3.1 Identify Key Stakeholders in HR Change Initiatives

› 3.2 Assess Stakeholder Influence and Interest

› 3.3 Develop a Stakeholder Engagement Strategy

› 3.4 Create Effective Communication Plans for Change

› 3.5 Implement Feedback Mechanisms for Stakeholder Input

› 3.6 Evaluate Stakeholder Engagement Success in HR Changes

• 4 Developing Change Management Strategies for HR — 6 classes

› 4.1 Assess Organizational Readiness for Change

› 4.2 Identify Key Stakeholders and Their Roles

› 4.3 Develop Clear Communication Strategies for Change Initiatives

› 4.4 Create Training and Support Programs for Employees

› 4.5 Measure and Evaluate the Impact of Change Management Strategies

› 4.6 Adjust and Optimize Change Management Approaches Based on Feedback

• 5 Evaluating Change Outcomes and Continuous Improvement in HR — 6 classes

› 5.1 Assessing Change Outcomes in HR Practices

› 5.2 Identifying Key Performance Indicators for Change Evaluation

› 5.3 Analyzing Qualitative Data for Continuous Improvement

› 5.4 Utilizing Feedback Loops for Effective Change Management

› 5.5 Developing Action Plans Based on Change Evaluation

› 5.6 Implementing Sustained Improvement Strategies in HR

• 1 Understanding Workforce Planning Evaluation Frameworks — 6 classes

- › 1.1 Define Key Concepts in Workforce Planning Evaluation
- › 1.2 Identify Stakeholders and Their Roles in Evaluation
- › 1.3 Explore Various Evaluation Frameworks for Workforce Planning
- › 1.4 Assess the Effectiveness of Current Workforce Planning Strategies
- › 1.5 Develop Metrics for Measuring Workforce Planning Outcomes
- › 1.6 Create an Action Plan for Continuous Improvement in Workforce Planning

• 2 Key Metrics and Indicators for Evaluating Workforce Effectiveness — 6 classes

- › 2.1 Define Key Metrics for Workforce Effectiveness
- › 2.2 Analyze Current Workforce Performance Indicators
- › 2.3 Identify Gaps in Workforce Effectiveness Measurement
- › 2.4 Develop Strategies to Improve Key Workforce Metrics
- › 2.5 Implement Evaluation Tools for Continuous Improvement
- › 2.6 Create an Action Plan Based on Workforce Evaluation Results

• 3 Qualitative Assessment Techniques for Workforce Planning — 6 classes

- › 3.1 Identify Key Qualitative Assessment Techniques for Workforce Planning
- › 3.2 Evaluate the Effectiveness of Interviews in Workforce Analysis
- › 3.3 Conduct Focus Groups to Gather Employee Insights
- › 3.4 Analyze Observational Methods for Workplace Assessment
- › 3.5 Apply Thematic Analysis to Qualitative Data from Workforce Studies
- › 3.6 Develop an Action Plan Based on Qualitative Assessment Findings

• 4 Quantitative Analysis Methods for Workforce Data — 6 classes

- › 4.1 Identify Key Quantitative Analysis Techniques for Workforce Data
- › 4.2 Collect and Organize Workforce Data for Analysis
- › 4.3 Apply Statistical Tools to Analyze Workforce Trends
- › 4.4 Interpret Results from Quantitative Workforce Analysis
- › 4.5 Utilize Data Visualization Techniques to Present Findings
- › 4.6 Develop Actionable Strategies Based on Quantitative Insights

• 5 Implementing Continuous Improvement Strategies in Workforce Planning — 6 classes

- › 5.1 Analyze Current Workforce Metrics for Improvement
- › 5.2 Identify Key Performance Indicators in Workforce Planning
- › 5.3 Design Continuous Improvement Strategies for Workforce Effectiveness
- › 5.4 Implement Feedback Loops for Workforce Development
- › 5.5 Evaluate the Impact of Improvement Strategies on Workforce Performance
- › 5.6 Communicate Findings and Foster a Culture of Continuous Improvement

• 1 Understanding Leadership Roles in Workforce Planning — 6 classes

- › 1.1 Analyze the Importance of Leadership in Workforce Planning
- › 1.2 Identify Key Leadership Roles in Workforce Initiatives
- › 1.3 Assess Leadership Styles and Their Impact on Workforce Planning
- › 1.4 Explore the Relationship Between Leadership and Employee Engagement
- › 1.5 Develop Strategies for Effective Leadership in Workforce Planning
- › 1.6 Implement Best Practices for Leadership in Workforce Initiatives

• 2 Strategic Workforce Analysis and Forecasting — 6 classes

- › 2.1 Define Strategic Workforce Analysis and Its Importance
- › 2.2 Identify Key Metrics for Workforce Forecasting
- › 2.3 Analyze Current Workforce Composition and Trends
- › 2.4 Utilize Data Tools for Effective Workforce Analysis
- › 2.5 Develop Scenarios for Future Workforce Needs
- › 2.6 Create an Action Plan Based on Workforce Forecasting

• 3 Creating an Inclusive Workforce Strategy — 6 classes

- › 3.1 Assess Organizational Diversity Needs
- › 3.2 Identify Barriers to Inclusion
- › 3.3 Develop Inclusive Recruitment Strategies
- › 3.4 Implement Training for Diversity Awareness
- › 3.5 Measure and Evaluate Workforce Inclusivity
- › 3.6 Foster a Culture of Continuous Improvement

• 4 Leading Change in Workforce Initiatives — 6 classes

- › 4.1 Identify Key Drivers of Change in Workforce Initiatives
- › 4.2 Assess Stakeholder Impact on Workforce Transformation
- › 4.3 Develop Vision and Strategy for Workforce Change
- › 4.4 Communicate Change Effectively to Teams
- › 4.5 Implement Change Initiatives and Monitor Progress
- › 4.6 Evaluate Outcomes and Refine Workforce Strategies

• 5 Measuring and Evaluating Workforce Planning Success — 6 classes

- › 5.1 Define Key Performance Indicators for Workforce Planning
- › 5.2 Collect Data for Measuring Workforce Effectiveness
- › 5.3 Analyze Workforce Metrics to Identify Trends
- › 5.4 Conduct Surveys to Gauge Employee Engagement and Satisfaction
- › 5.5 Evaluate Success of Workforce Planning Initiatives Against Objectives
- › 5.6 Develop an Action Plan for Continuous Improvement in Workforce Management

• 1 Understanding Organisational Dynamics in Workforce Planning

— 6 classes

- › 1.1 Define Organisational Dynamics in the Context of Workforce Planning
- › 1.2 Identify Key Factors Influencing Workforce Dynamics
- › 1.3 Explore the Relationship between Organisational Culture and Workforce Planning
- › 1.4 Assess the Impact of Change Management on Workforce Dynamics
- › 1.5 Analyze Case Studies of Effective Workforce Planning in Dynamic Environments
- › 1.6 Develop Strategies to Enhance Organisational Dynamics for Successful Workforce Planning

• 2 The Role of Leadership in Shaping Organisational Culture — 6

classes

- › 2.1 Define Key Elements of Organisational Culture
- › 2.2 Explore Leadership Styles and Their Impact on Culture
- › 2.3 Identify Strategies for Leaders to Influence Culture
- › 2.4 Assess the Role of Communication in Cultural Development
- › 2.5 Evaluate Case Studies of Leadership Shaping Culture
- › 2.6 Create a Personal Leadership Action Plan for Cultural Change

• 3 Change Management and Workforce Adaptability — 6 classes

- › 3.1 Identify the Key Drivers of Change in Workforce Dynamics
- › 3.2 Analyze the Impact of Change on Employee Performance and Morale
- › 3.3 Explore Methods for Enhancing Workforce Adaptability
- › 3.4 Develop a Change Management Strategy Tailored to Workforce Needs
- › 3.5 Implement Communication Techniques for Effective Change Management
- › 3.6 Evaluate the Success of Change Initiatives in Workforce Planning

• 4 Collaborative Dynamics and Team Effectiveness — 6 classes

- › 4.1 Analyze Collaborative Dynamics in Teams
- › 4.2 Identify Key Factors Influencing Team Effectiveness
- › 4.3 Develop Strategies for Enhancing Team Collaboration
- › 4.4 Evaluate Communication Styles Impacting Team Dynamics
- › 4.5 Implement Feedback Mechanisms to Boost Team Performance
- › 4.6 Create Action Plans for Sustained Team Effectiveness

• 5 Measuring and Analysing Organisational Effectiveness — 6 classes

- › 5.1 Define Key Indicators of Organisational Effectiveness
- › 5.2 Collect Data for Measuring Organisational Performance
- › 5.3 Analyse Quantitative Metrics of Effectiveness
- › 5.4 Evaluate Qualitative Factors Impacting Organisational Success
- › 5.5 Assess Alignment Between Organisational Goals and Effectiveness Metrics
- › 5.6 Develop Action Plans Based on Effectiveness Analysis

• 1 Introduction to Workforce Analytics and its Importance in HR — 6

classes

- › 1.1 Define Workforce Analytics and Its Key Components
- › 1.2 Explore the Historical Context and Evolution of Workforce Analytics
- › 1.3 Identify the Benefits of Workforce Analytics for HR Management
- › 1.4 Assess the Role of Data-Driven Decision Making in Workforce Planning
- › 1.5 Examine Common Tools and Technologies Used in Workforce Analytics
- › 1.6 Apply Workforce Analytics to Real-world HR Scenarios

• 2 Data Collection Methods in Workforce Analytics — 6 classes

- › 2.1 Identify Key Data Sources for Workforce Analytics
- › 2.2 Evaluate Qualitative Data Collection Techniques
- › 2.3 Assess Quantitative Data Collection Methods
- › 2.4 Implement Surveys and Questionnaires Effectively
- › 2.5 Utilize Interviews and Focus Groups for In-Depth Insights
- › 2.6 Analyze and Interpret Collected Data for Workforce Planning

• 3 Analyzing Workforce Data for Insights and Trends — 6 classes

- › 3.1 Identify Key Workforce Metrics for Analysis
- › 3.2 Collect and Compile Workforce Data Sources
- › 3.3 Utilize Statistical Tools for Data Analysis
- › 3.4 Interpret Data Trends and Workforce Patterns
- › 3.5 Communicate Insights from Workforce Analytics
- › 3.6 Apply Findings to Strategic Workforce Planning

• 4 Predictive Analytics in Workforce Planning — 6 classes

- › 4.1 Understand the Foundations of Predictive Analytics in Workforce Planning
- › 4.2 Identify Key Metrics for Effective Workforce Predictive Analysis
- › 4.3 Explore Data Sources for Workforce Predictive Modeling
- › 4.4 Analyze Historical Data Trends for Workforce Planning Insights
- › 4.5 Develop Predictive Models to Forecast Workforce Needs
- › 4.6 Implement Actionable Strategies Based on Predictive Analytics Outcomes

• 5 Implementing Workforce Analytics for Strategic Decision Making

— 6 classes

- › 5.1 Define Workforce Analytics and its Importance in Strategic Decisions
- › 5.2 Identify Key Metrics for Effective Workforce Analysis
- › 5.3 Collect and Organize Workforce Data for Analysis
- › 5.4 Analyze Workforce Data to Identify Trends and Insights
- › 5.5 Develop Actionable Recommendations Based on Data Analysis
- › 5.6 Implement and Monitor Workforce Strategies for Continuous Improvement

• 1 Understanding Workforce Strategy Fundamentals — 6 classes

- › 1.1 Define Key Concepts in Workforce Strategy
- › 1.2 Analyze the Importance of Workforce Planning
- › 1.3 Identify Components of an Effective Workforce Strategy
- › 1.4 Assess Current Workforce Capabilities and Gaps
- › 1.5 Develop Workforce Goals Aligned with Organizational Objectives
- › 1.6 Create a Basic Action Plan for Implementing Workforce Strategies

• 2 Analyzing Current Workforce Capabilities — 6 classes

- › 2.1 Identify Key Skills and Competencies in Current Workforce
- › 2.2 Assess Workforce Demographics and Trends
- › 2.3 Evaluate Performance Metrics for Employee Productivity
- › 2.4 Analyze Training Gaps and Development Needs
- › 2.5 Conduct SWOT Analysis on Current Workforce Capabilities
- › 2.6 Develop Actionable Recommendations for Workforce Enhancement

• 3 Forecasting Future Workforce Needs — 6 classes

- › 3.1 Analyze Current Workforce Trends
- › 3.2 Identify Key Drivers of Workforce Change
- › 3.3 Evaluate Skills Gaps for Future Needs
- › 3.4 Develop Forecasting Scenarios
- › 3.5 Create Strategies for Workforce Adaptation
- › 3.6 Implement and Monitor Workforce Forecasting

• 4 Developing Comprehensive Workforce Plans — 6 classes

- › 4.1 Analyze Current Workforce Capabilities
- › 4.2 Identify Future Workforce Needs
- › 4.3 Develop Strategic Workforce Objectives
- › 4.4 Create Action Plans for Workforce Development
- › 4.5 Implement Workforce Planning Tools and Techniques
- › 4.6 Evaluate and Adjust Workforce Plans Continuously

• 5 Evaluating and Adapting Workforce Strategies — 6 classes

- › 5.1 Assess Current Workforce Strategy Effectiveness
- › 5.2 Identify Key Metrics for Workforce Strategy Evaluation
- › 5.3 Analyze Workforce Trends and Economic Impacts
- › 5.4 Engage Stakeholders in Feedback for Strategy Improvement
- › 5.5 Develop Action Plans for Strategy Adaptation
- › 5.6 Implement Continuous Evaluation Techniques for Workforce Strategy