

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30409GEN — Workforce Planning Gender Diversity

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference DIV-GEN-30409GEN • ISO Diversity & Inclusion

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

REFERENCE	DIV-GEN-30409GEN
AWARD	Certificate
ASSESSMENT	300 marks — 180 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

ISO DIV Foundation

7 chapters · 42 classes100 marks

• 4 Clause 4: Context of the Organisation — 6 classes

› Understanding the Organisation's Role in Workforce Planning

› Identifying Interested Parties for Gender Diversity Initiatives

› Defining Scope for Effective Workforce Planning

› Setting Management System Boundaries for Gender Diversity

› Analyzing Internal and External Contexts in Workforce Planning

› Evaluating Stakeholder Interests in ISO 30409GEN Framework

• 5 Clause 5: Leadership — 6 classes

› Understanding Leadership Commitment in Workforce Planning Gender Diversity

› Developing Effective Policies for Gender Diversity Initiatives

› Defining Roles and Responsibilities in Gender Diversity Leadership

› Establishing Authority in Workforce Gender Diversity Strategies

› Evaluating the Impact of Leadership on Gender Diversity

› Aligning Leadership Practices with ISO 30409GEN Standards

• 6 Clause 6: Planning — 6 classes

› Identifying Risks in Workforce Planning for Gender Diversity

› Opportunities for Enhancing Gender Diversity in Workforce Planning

› Setting Effective Objectives in Gender-Sensitive Workforce Planning

› Strategic Planning to Mitigate Gender Diversity Risks

› Achieving Objectives in Workforce Gender Diversity Initiatives

› Evaluating the Impact of Workforce Planning on Gender Diversity

• 7 Clause 7: Support — 6 classes

› Ensuring Adequate Resources for Workforce Planning Gender Diversity

› Building Competence in Gender Diversity Strategies

› Awareness and Sensitivity in Workforce Diversity Initiatives

› Effective Communication Techniques for Gender Diversity Planning

› Documented Information Management for Gender Diversity Compliance

› Strategies for Promoting Gender Diversity Awareness in the Workplace

• 8 Clause 8: Operation — 6 classes

› Understanding Operational Planning for Gender Diversity Workforce

› Implementing Control Measures for Diverse Workforce Planning

› Identifying Key Performance Indicators in Gender Diversity

› Integrating Gender Diversity into Operational Processes

› Assessing Risks in Workforce Planning and Gender Diversity

› Continuous Improvement in Gender Diversity Operational Control

• 9 Clause 9: Performance Evaluation — 6 classes

› Establishing Metrics for Gender Diversity Performance Evaluation in Workforce Planning

› Techniques for Monitoring Workforce Diversity Progress under ISO 30409GEN

› Conducting Effective Internal Audits for Gender Diversity Measurement

› Analysing Data to Evaluate Gender Diversity in Workforce Planning

› Management Review Processes for Enhancing Gender Diversity Performance

› Integrating Gender Diversity Insights into Continuous Improvement Strategies

• 10 Clause 10: Improvement — 6 classes

› Identifying Nonconformity in Workforce Planning Gender Diversity

› Effective Corrective Actions for Gender Diversity Shortcomings

› Continual Improvement Strategies for Gender Diversity Initiatives

› Measuring Success: Key Metrics for Gender Diversity Improvements

› Engaging Stakeholders in Gender Diversity Enhancement Processes

› Documenting Nonconformity and Corrective Action in ISO 30409GEN

• CH1 Understanding ISO 30409GEN Requirements and Framework — 6 classes

- › Overview of ISO 30409GEN and Gender Diversity Impact
- › Key Principles of Workforce Planning and Gender Diversity
- › Understanding Legal and Regulatory Context for Gender Diversity
- › Exploring the Benefits of Implementing ISO 30409GEN
- › Building a Case for Change in Gender Diversity Practices
- › Identifying Stakeholders in Gender Diversity Initiatives

• CH2 Conducting a Comprehensive Gap Analysis — 6 classes

- › Defining Current Workforce Metrics and Assessment Criteria
- › Identifying Gender Diversity Gaps in Current Workforce
- › Utilising Surveys and Interviews for Gap Analysis
- › Analyzing Data for Gender Representation Insights
- › Developing Gap Analysis Reports and Findings
- › Prioritising Areas for Improvement in Gender Diversity

• CH3 Strategic Project Planning for Implementation — 6 classes

- › Establishing Project Goals and Objectives for ISO 30409GEN
- › Crafting an Effective Project Plan and Timeline
- › Resource Allocation and Budgeting for Gender Diversity Projects
- › Risk Management Strategies for Implementation Projects
- › Engaging Stakeholders in Project Planning Process
- › Communication Strategies for Effective Project Updates

• CH4 Documentation and Record Management Practices — 6 classes

- › Creating Essential Documents for ISO 30409GEN Compliance
- › Maintaining Comprehensive Records of Gender Diversity Policies
- › Developing Training Materials and Resources for Staff
- › Implementing Document Control Procedures and Versioning
- › Ensuring Accessibility and Transparency of Documentation
- › Reviewing Documentation for Continuous Improvement

• CH5 Preparing for Internal Audits and Certification — 6 classes

- › Understanding the Internal Audit Process for ISO 30409GEN
- › Preparing Audit Checklists and Standards for Assessment
- › Conducting Mock Audits to Identify Readiness
- › Reviewing Management Practices and Reporting Mechanisms
- › Handling Non-Conformities and Implementing Corrective Actions
- › Strategies for Achieving Certification Readiness

• CH1 Understanding ISO 30409GEN Standards — 6 classes

- › Introduction to ISO 30409GEN
- › Key Principles of Workforce Planning
- › Gender Diversity in Workforce Planning
- › The Importance of Standards in Diversity
- › ISO Framework for Gender Inclusion
- › Case Studies on ISO Implementation

• CH2 Integrating ISO Skills with Industry Practices — 6 classes

- › ISO Skills Mapping to Industry Needs
- › Gaps in Current Industry Practices
- › Bridging ISO Standards and Business Strategies
- › Utilizing ISO for Competitive Advantage
- › Aligning ISO with Corporate Cultures
- › Best Practices for ISO Integration

• CH3 Consultant Branding and Positioning — 6 classes

- › Developing a Personal Brand as a Consultant
- › Market Positioning Strategies for Consultants
- › Creating Value Proposition with ISO Expertise
- › Building Credibility in Diversity Consulting
- › Utilizing Digital Platforms for Branding
- › Networking to Enhance Consultant Visibility

• CH4 Providing Client Advisory Services — 6 classes

- › Understanding Client Needs in Workforce Planning
- › Strategies for Effective Advisory Services
- › Delivering Value Through ISO Expertise
- › Communicating the Business Case for Diversity
- › Tools for Measuring Client Success
- › Building Long-term Client Relationships

• CH5 Establishing a Consulting Practice — 6 classes

- › Foundations of a Successful Consulting Practice
- › Legal and Ethical Considerations
- › Developing a Comprehensive Service Portfolio
- › Marketing Strategies for Consulting Firms
- › Managing Finances and Resources
- › Scaling Your Consulting Business