

# Health Education England 6 Step Workforce Planning Masterclass

Educational Training Offer



# Introduction to the course

HEE have designed a training programme which provides a practical guide to sustainable and evidence-based workforce planning.

During this practical 18-week course, participants will be guided in the use of tried and tested improvement tools and techniques such as clinical pathway mapping, skills profiling and competency mapping, alongside opportunities for cross-organisational reflective learning and peer support.



# Background to the course

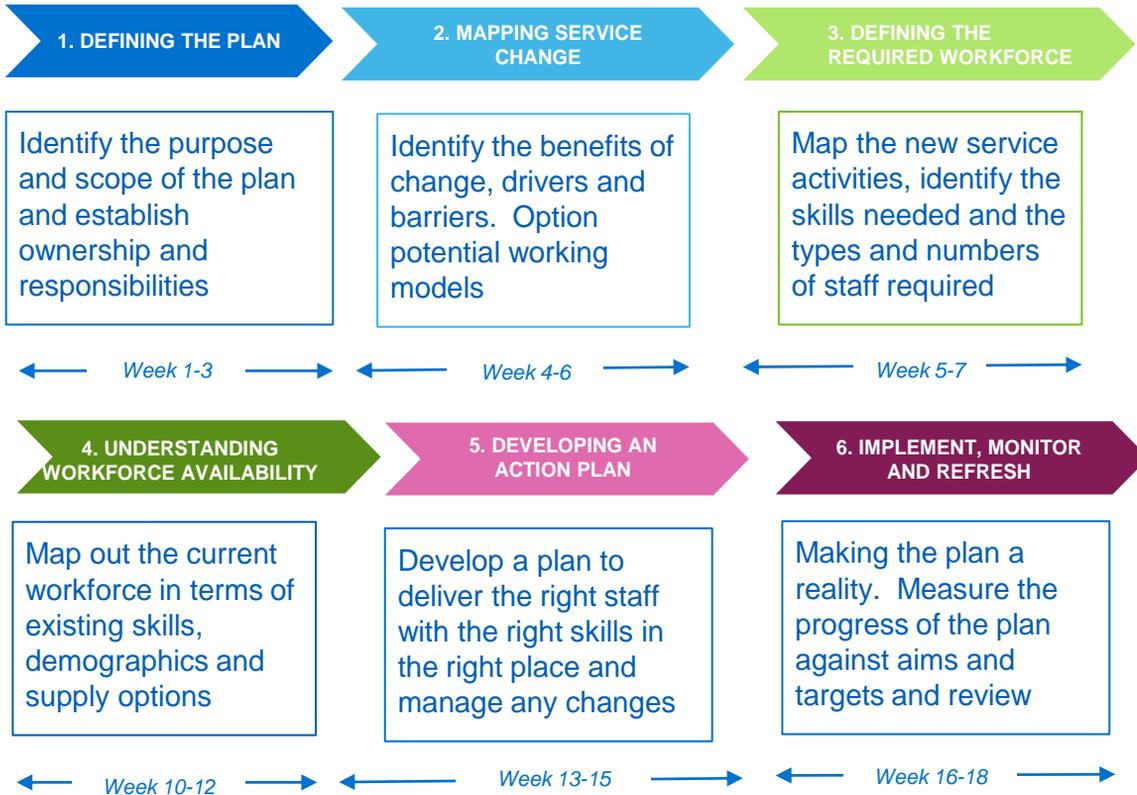
## Why was the programme developed?

- To provide a **practical work-based learning programme** that enables participants to put their learning into practice in their services, organisations or systems
- To **create workforce planning capacity & capability** for services, organisations and systems across our region (as referenced in the People Plan for systems to develop competency-based workforce planning and modelling)
- To form part of the wider HEE EoE **workforce transformation and planning support** in response to requests from providers, systems and individuals for **additional support in workforce planning**

# Is this programme for me?

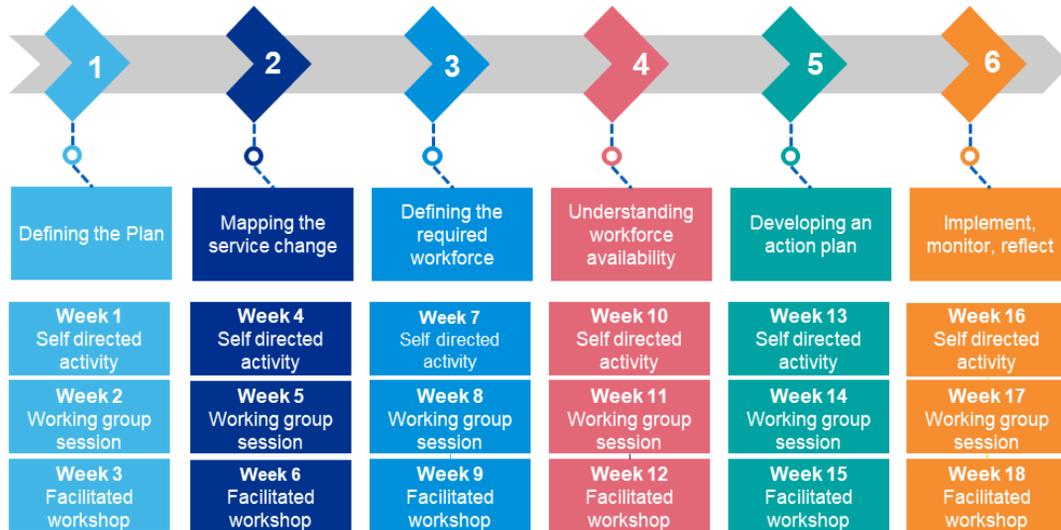
- The programme is aimed at clinical and non-clinical staff with a specific workforce project, allowing participants to apply their learning throughout the programme and supporting tangible workforce improvement.
- Candidates need to be committed to working as a member of a local team and are advised to apply within multi-professional groups of 3-5 representatives from those involved in the project.
- It is suitable for a wide range of staff from any professional background :-
  - Workforce planners, workforce information specialists, HR or workforce development and transformation functions
  - Clinical leads from any discipline
  - STP/ICS workforce teams
  - Staff involved in the development of new or extended roles
  - Senior Leaders and Directors
  - Project or Pathway Managers

# What does the programme cover?



Note: \*Steps 2 and 3 and 4 are all inter related so will need to be approached in synergy

# What is the time commitment?



Over the six sessions, each module consists of:

## Virtual sessions:

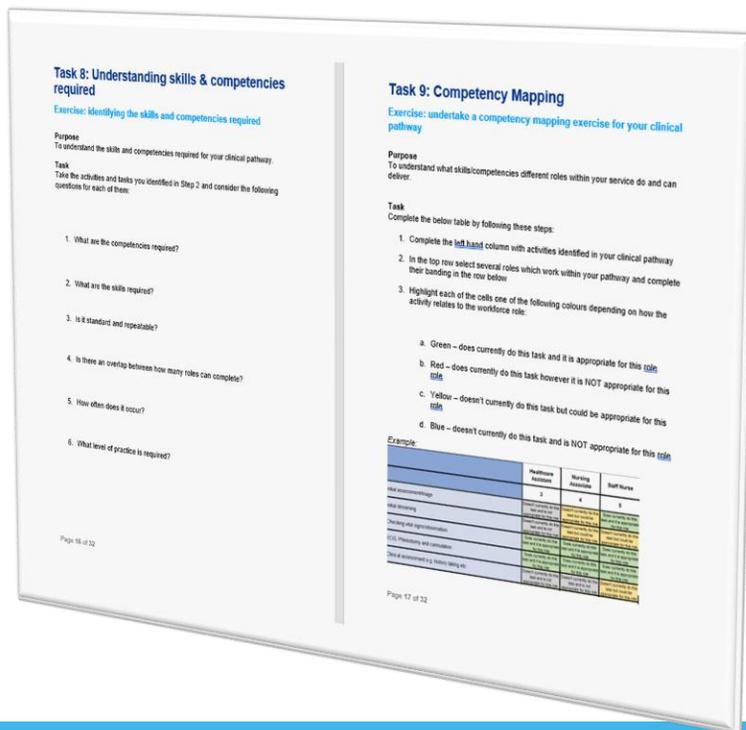
1. A facilitated workshop every 3 weeks – 2 hours
2. A working group session every 3 weeks (optional) – 1 hour

## Participants own time:

1. Educational video (inc. animation, diagrams & presenter) – 15 mins
2. A series of self directed activities from the “Activity workbook”, averaging out to 4 hours per step

# Self-directed Learning – Activity Workbook

- Following each module video, participants are asked to complete **tasks** from their **activity workbook** containing worked examples to assist the learner.
- These tasks are **practical** and should relate to their **workforce issue**, allowing them to apply knowledge learnt during the video section of the module.
- Activities for each step should be completed in advance of the facilitated sessions.



# Feedback from participants

Would you recommend  
to a colleague or  
another organisation ?

# Feedback from participants

**How have you benefited from the programme?**

*I really like the structured approach, starting with the stakeholder engagement and then the process mapping and you slowly go into it. I've learned so much, especially loved the mapping of skills and competencies. I think I'll be using that forever and ever.*

*I found the drop-in sessions a really safe space for me to share some quite challenging issues that I had faced and I felt that the facilitators and other participants were very supportive and giving really constructive feedback or giving some ideas to overcome those barriers so. I think the combination of the more formal facilitated sessions, and the more informal sessions were really complementary and I found it really beneficial.*

**What advice would you give to anyone considering the programme?**

*If I was to do it again, I would encourage the project teams to actually factor an hour or two each week from the beginning, because we tried to do this as we went along which was sometimes difficult. When we managed to find time, that's when I felt we were really getting the most out of it and that would be my advice to anybody coming next as well as making sure you protect those times in your diary and protect project team time as well.*

# How do I apply?

Complete an expression of interest by 17<sup>th</sup> June 2022

Formal applications can be made using the online application form (please note only one person needs to apply on behalf of the group)

[https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn\\_5ewMUGcD9DoB1Wyq1AczlcKShFEuy07MXiFTa9UMTVRTziYOEEdHQTUxQTZaWIFTOFNPTIVGNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq1AczlcKShFEuy07MXiFTa9UMTVRTziYOEEdHQTUxQTZaWIFTOFNPTIVGNC4u)

The level of detail requested will allow the panel to assess whether the course is likely to meet your needs. We will contact you prior to acceptance onto the course to discuss your requirements in more detail.

If you would like to speak to one of the team prior to making an application, you can contact us via email at [WorkforceTransformation.eoe@hee.nhs.uk](mailto:WorkforceTransformation.eoe@hee.nhs.uk) and someone will get back to you to arrange a call.



# Next Cohort Timescale: EoE July – Dec 2022

## Timeline Template

Cohort Number: for e.g. 3 \_\_\_\_\_

	Step 1 Defining the plan			Step 2 Mapping service change			Step 3 Defining required workforce		
Activity	Week 1 HEE Induction	Week 2 HEE Working Group Session	Week 3 HEE Workshop	Week 4	Week 5 HEE Working Group Session	Week 6 HEE Workshop	Week 7	Week 8 HEE Working Group Session	Week 9 HEE Workshop
	14/07/2022 13:30-16:00	21/07/2022 09:30-12:30	26/07/2022 09:00-12:00	18/08/2022 09:30-12:30	05/09/2022 13:30-16:00	13/09/2022 13:30-16:00	19/09/2022 09:30-12:30	28/09/2022 09:30-12:30	11/10/2022 09:00-12:00

	Step 4 Understanding workforce availability			Step 5 Developing action plan			Step 6 Implement, Monitor and Refresh		
Activity	Week 10 w/c	Week 11 HEE Working Group Session	Week 12 HEE Workshop	Week 13	Week 14 HEE Working Group Session	Week 15 HEE Workshop	Week 16	Week 17 HEE Working Group Session	Week 18 HEE Workshop
	18/10/2022 09:00-12:00	01/11/2022 13:30-16:00	08/11/2022 13:30-16:00	17/11/2022 09:00-12:00	22/11/2022 09:30-12:30	30/11/2022 09:30-12:30	06/12/2022 13:30-16:00	15/12/2022 09:00-12:00	20/12/2022 09:00-12:00

 HEE-led events

- An HEE workshop for each step is held for collaborative learning every 3 weeks for 2 hours (mandatory).
- HEE will hold a 1 hr working group session a week prior to each workshop for extra support (optional).



**For further information,  
please contact**

**[WorkforceTransformation.eoe@hee.nhs.uk](mailto:WorkforceTransformation.eoe@hee.nhs.uk)**