



scottish social services
learning network
tayforth

WORKFORCE PLANNING, DATA AND THE ADMINISTRATION ROLE

ADMINISTRATORS WORKSHOP

Thursday 25th February, 10 am to 4 pm
Lovat Hotel, Perth, PH2 0LT

During the Tayforth Workforce Planning Project 2008/9, it became apparent that many organisations recognised the critical role that administration processes have in contributing to effective workforce planning. This was an area identified for further development, and consequently Tayforth Learning Network has organised a one day workshop to encourage further exploration of this topic.

The workshop has been developed to provide opportunities to:

- share examples of good practice
- explore the administration role and competences required for effective performance
- identify administration workers learning needs and the options available to meet them
- identify ways on which agencies can collaborate to meet learning needs, and to improve workforce planning administration processes across the network

The workshop is intended to be of interest to administration workers and managers who have responsibility for workforce planning processes, and who may also manage the administration function and workers.

To book a place please contact Isobel Ovens on 01382 504194 or email

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