



# WORKFORCE PLANNING FOR BUSINESS COURSE

✓ Right people   ✓ Right skills   ✓ Right place   ✓ Right time

Discover the power of effective workforce planning to improve productivity and operational efficiency with our free, seven-week course for Queensland business owners, managers and business administration professionals who support small to medium enterprises.

- ✓ Gain the knowledge, skills and tools to develop and implement a customised workforce plan
- ✓ Informed course design: University, Industry and Government collaboration
- ✓ Customised assessment, tailored to business owners and People and Culture/Human Resources professionals
- ✓ Learn from renowned academics and industry professionals
- ✓ Attend onsite, online or self-paced



University of the Sunshine Coast  
CRICOS: 01595D | TEQSA PRV12082



In partnership with Jobs Queensland, proudly supported by  
Department of Employment, Small Business and Training

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## Course content

- Explore the essentials of workforce planning
- Identify who to involve in your workforce planning
- Understand your business and the environment
- Identify your workforce issues
- Determine your future workforce and skills gaps
- Assess your workforce risk
- Develop a comprehensive workforce plan

\*To be eligible for credit, participants need to submit both pieces of assessment to an acceptable standard. Please note, a maximum of two credits can be used towards electives in the Graduate Certificate in Business Administration.

## Course structure

- 7 x 2 hourly weekly workshops
- Optional submission of two assignments, including a workforce plan

Upon successful completion, participants receive a UniSC Certificate of Completion and gain credit\* for one elective course towards UniSC's Graduate Certificate in Business Administration.



For more information or to register for a course, visit [usc.edu.au/wpb](https://usc.edu.au/wpb) or telephone 07 5430 2925

## Meet the course coordinator

Dr Wayne Graham is a Senior Lecturer in Management at UniSC. Wayne has developed a suite of micro-credential planning courses in partnership with the Queensland Government. The courses are co-designed, co-delivered and co-evaluated with industry representatives. Funding for the courses has been provided by the Department of Employment, Small Business and Training. The courses are offered simultaneously online and onsite at various locations throughout the state.



Wayne has presented his research findings at national and international conferences and he has published his research in peer-reviewed journals, including the Journal of Health Organization and Management, and the Journal of Business and Industrial Marketing. As well as working in higher education, Wayne has worked in the vocational education sector, the automotive industry and local government.

