

# Health Education England 6 Step Workforce Planning Masterclass

Educational Training Offer



# Welcome



Please mute your microphone throughout the session and turn your camera off



Please use the chat box for questions and comments



We will be recording the information session today and it will be shared later



The slides will be sent to you after the session

# This session will cover

- Context / Introduction
- The Masterclass in detail including eligibility, content, and how to apply
- Q&A

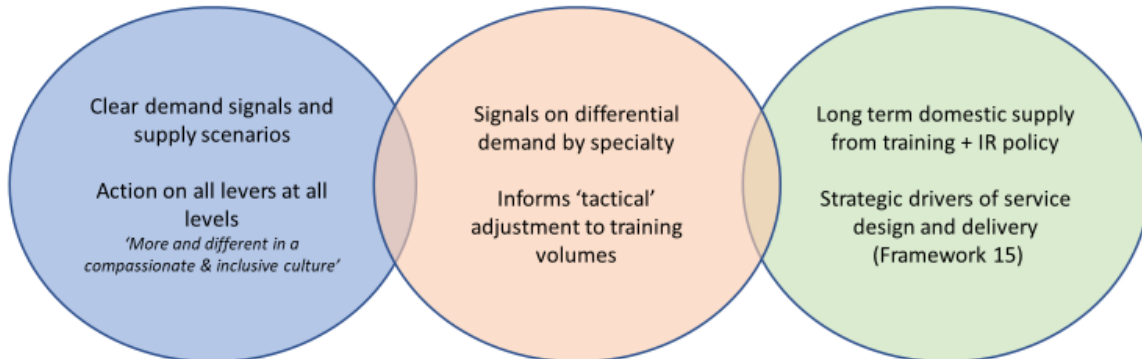
# Planning Timeframes

## Different approaches to workforce planning for three time horizons

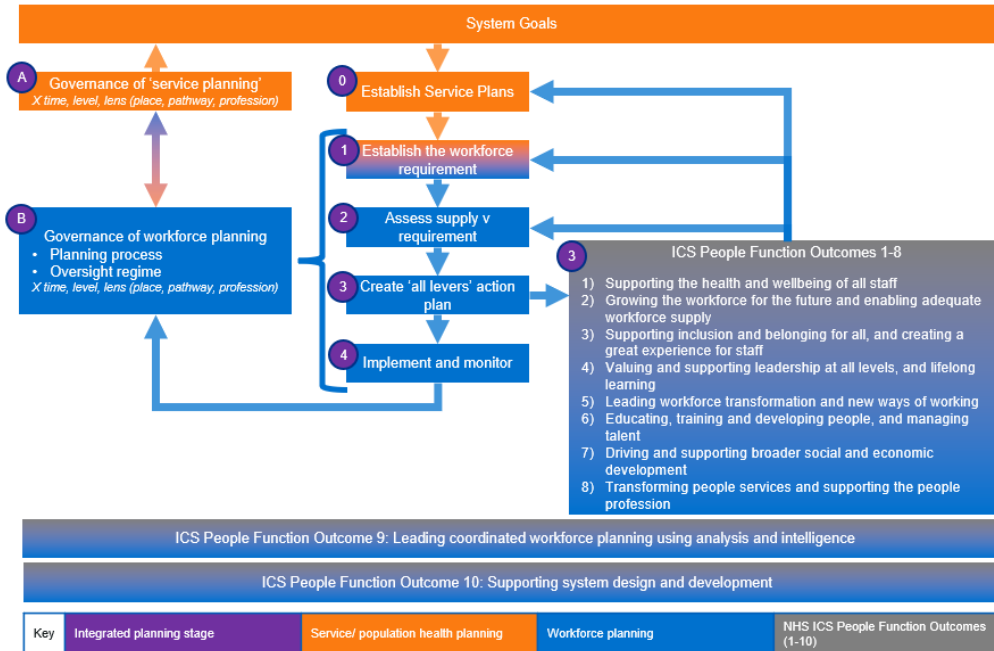
Integrated service, workforce  
and finance planning  
**1 year – 5 years**

Active planning for supply from  
core education & training  
programmes  
**5 – 15 years**

Trends in demand for health and care.  
Whole labour market not just NHS  
**>15 years**



# Strategic Context



## Objectives of workforce planning

- Workforce planning aims to establish the workforce required to deliver the ambitions of the NHS
- It provides an assessment of the extent to which supply will meet this requirement, but also the plan of coordinated actions to address any gap
- It should enable the assessment of the gap at system, regional and national level.
- Workforce planning aids to identify the extent to which interventions can help address workforce gaps.
- Workforce planning should be rooted in longer-term demand and supply trends, but also enable operational, annual and multi-year assessments

## • Changing organisational architecture

- ICS / ICB / ICP
- HEE / NHSEI / NHSD

# Regional workforce planning Support

Working with NHSEI,  
supporting operational  
planning, multi-year

E-product



Transformation  
collaborative

Community of practice  
network

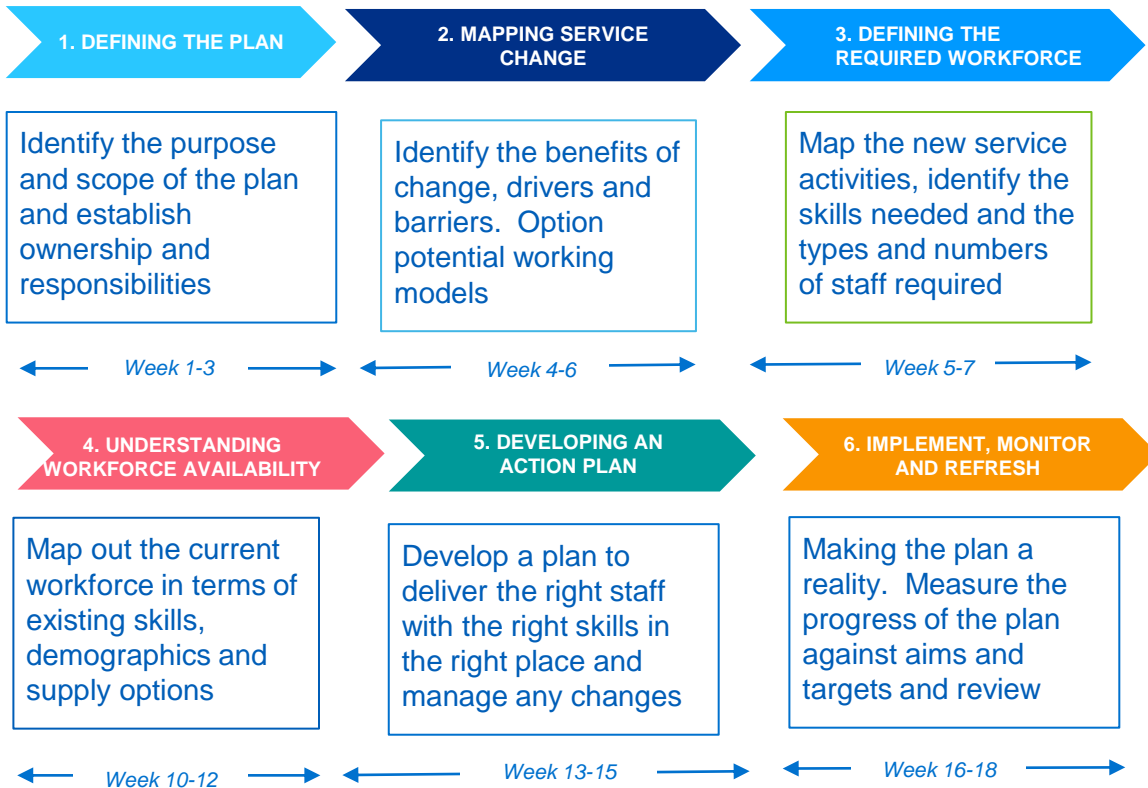
Masterclass  
(supporting active  
project)

# 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 Midlands (as referenced in the People Plan for systems to develop competency-based workforce planning and modelling)
- To form part of the wider HEE **workforce transformation and planning support** in response to requests from providers, systems and individuals for **additional support in workforce planning**
- To share **tools, techniques** and **concepts** whilst providing peer support, cross organisational reflection and sharing of good practice

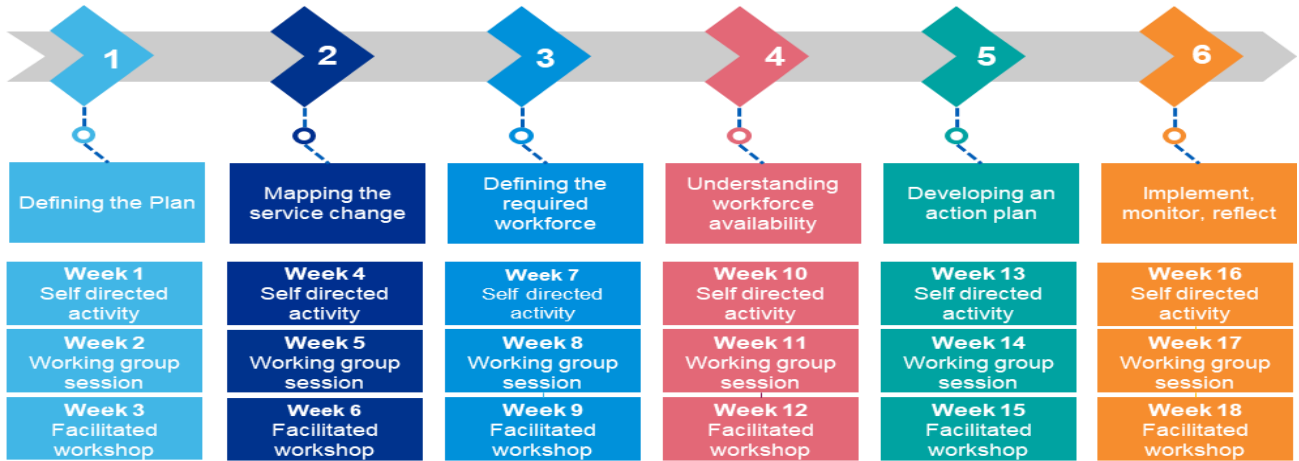
# What does the programme cover?



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:

## Self direct activity:

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

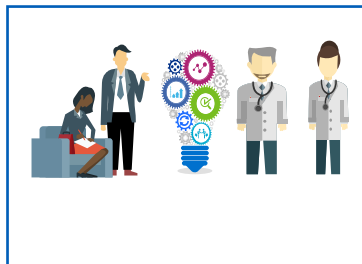
**Working group:** A 1 hour session to discuss any issues or thoughts arising from the self directed activity.

**Facilitated workshop:** A 2 hour session for introducing tools and techniques and for collaborative learning

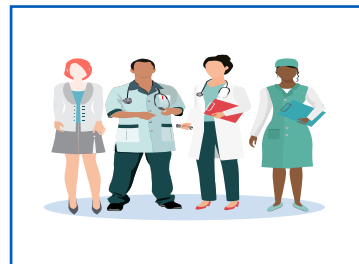
# Eligibility criteria

- ✓ Midlands-based organisation
- ✓ Team of 3-5 individuals
- ✓ Team is multi-professional
- ✓ Specific workforce project identified

# Is this programme for me?



Clinical and non-clinical  
Tangible workforce improvement



Multi-disciplinary group  
Range of professional experience

# 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.*

# Cohort 1 Timescale – Autumn 2022

	Step 1 Defining the plan			Step 2 Mapping service change			Step 3 Defining required workforce		
HEE Induction	week 1	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
19th Oct 10am - 12noon		2nd Nov 2pm-3pm	9th Nov 9am - 11am		23rd Nov 2pm- 3pm	30th Nov 9am - 11am		14th Dec 1pm- 2pm	21st Dec 9am - 11am

Step 4			Step 5			Step 6		
Understanding workforce availability			Developing action plan			Implement, Monitor and Refresh		
week 10	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
	18th Jan 11am- 12noon	25th Jan 9am - 11am		8th Feb 2pm- 3pm	15th Feb 9am - 11am		1st Mar 11am -12 noon	8th Mar 9am - 11am

 HEE-led events

# Cohort 2 Timescale – Spring 2023

	Step 1			Step 2			Step 3		
	Defining the plan			Mapping service change			Defining required workforce		
HEE Induction	week 1	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
21st Mar 10am - 12noon		4th Apr 2pm-3pm	11th Apr 9am - 11am		25th Apr 2pm- 3pm	2nd May 9am - 11am		16th May 2pm- 3pm	23rd May 9am - 11am

Step 4			Step 5			Step 6		
Understanding workforce availability			Developing action plan			Implement, Monitor and Refresh		
week 10	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
	6th Jun 2pm - 3pm	13th Jun 9am - 11am		27th Jun 2pm- 3pm	4th Jul 9am - 11am		18th Jul 2pm-3pm	25th Jul 9am - 11am

HEE-led events - Tuesdays

# Cohort 3 Timescale – Spring 2023

	Step 1 Defining the plan			Step 2 Mapping service change			Step 3 Defining required workforce		
HEE Induction	week 1	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
22nd Mar 10am - 12noon		5th Apr 2pm-3pm	12th Apr 9am - 11am		26th Apr 2pm- 3pm	3rd May 9am - 11am		17th May 2pm- 3pm	24th May 9am - 11am

Step 4 Understanding workforce availability			Step 5 Developing action plan			Step 6 Implement, Monitor and Refresh		
week 10	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
	7th Jun 2pm - 3pm	14th Jun 9am - 11am		28th Jun 2pm- 3pm	5th Jul 9am - 11am		19th Jul 2pm-3pm	26th Jul 9am - 11am

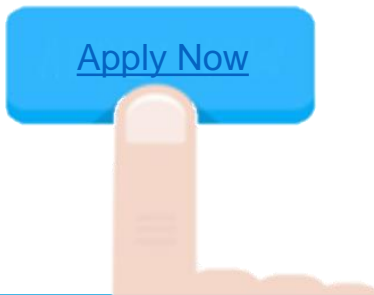
HEE-led events - Wednesdays

# How do I apply?

The online application form will be available for applications 31st July. If cohorts No.2 and 3 are not filled we will reopen the application window in December.

Please put your email address in the chat so that we can send you the slide pack.

The link to the Masterclass Application form is also available via our website <https://www.hee.nhs.uk/about/how-we-work/your-area/midlands/midlands-news/workforce-planning-masterclass-blended-learning-programme>





# Application timeline

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.

	Jun 22				Jul 22				Aug 22					Sept 22				Oct 22				
	Week Commencing				Week Commencing				Week Commencing					Week Commencing				Week Commencing				
TASK	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31
Information session				■																		
Application window open				■	■	■	■	■														
Review of Applications									■	■	■											
Notify applicants												■										
Cohort 1 induction																					■	
Cohort 1																					■	■

# Summary and Questions



Health Education England





**For further information, please contact**  
[Masterclass.Mids@hee.nhs.uk](mailto:Masterclass.Mids@hee.nhs.uk)