

# Outcomes

- Explain effective methods of workforce auditing and who to audit
- Demonstrate how workforce data can be used by governing bodies to strategically plan a professional development programme for coaches
- Outline some 'top tips' for workforce auditing and planning.

# What did we do?



## Clubs in Wales & all (22) Unitary Authorities

- On-line (& FREEPOST) self-completion questionnaire
  - Telephone interviews
    - Audit report (x2)
- Executive Summary (for communication)
  - Workforce planning guide

# What did we do?



## Clubs & Coaches

- On-line (& FREEPOST) self-completion questionnaire
  - Audit report (x2)
- Executive Summary – combined
  - Workforce plan

# So what?

- What has been the impact of doing a coaching workforce audit?



# Context

*"Workforce development consists of activities which increase the capacity of individuals to participate effectively in the workplace, thereby improving their productivity and employability."*

Cabinet Office (2002)

# Components

- Auditing is a component of the workforce development process
- Planning is another component ...

*"A core process of human resource management that is shaped by the organisational strategy and ensures the right number of people with the right skills, in the right place at the right time to deliver short-and long-term organisation objectives." (CIPD)*

# Key questions ...

- Who is your coaching workforce?
- What's the current situation?
- What does the future look like?
- What's needed from your coaching workforce?
- ... workforce development?

# Top tips

1. What do you want to know & why?
2. Who do you want to collect information from?
3. When to audit?
4. Give yourself time to do it!
5. Good communication (internally & externally) ...



# Top tips (cont.)

6. Communicate – say thank you!
7. Use multi-methods
8. Data cleansing
9. Understand the findings
10. Have a quality tool!

# Any questions?

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WA | Consultancy

# A partnership

- Contact: Warwick Andrews
- Email: [warwick@waconsultancy.com](mailto:warwick@waconsultancy.com)
- Tel: 0113 258 7458