



# THE TIMES 100

## BUSINESS CASE STUDIES

### Workforce planning lesson suggestions & activities (Tarmac)

#### Learning outcomes

Students should...

- Know the components of workforce plans (AO1) and analyse and discuss the significance of workforce planning (AO3/4)
- Understand how to implement workforce plans (AO1)
- Assess the internal and external influences on workforce plans (AO1) for given businesses (AO2) and analyse the impact these influences might have (AO3)

#### Starter activities

- **Tarmac word search** of the key terms
- **Matching activity** . students match job roles with the skills that workers are likely to need to fulfil those roles (*resource attached*)

#### Delivery ideas

- Use the **workforce planning PowerPoint** to introduce the topic and apply theory in the context of a well known organisation . Tarmac
- Recruitment activity . Tarmac aims to attract the best possible people to work for it. Tarmac needs high quality workers in roles traditionally associated with the company but it also needs highly skilled workers in areas such as customer service, marketing and finance. In pairs, students devise a programme that Tarmac could use to attract a high quality workforce to fulfil its future workforce needs. Students should use the **Tarmac case study** to help them. They should consider both short and long term activities that the organisation may use to ensure the continued supply of workers with the necessary qualifications, skills and attitudes.
- **Workforce planning worksheet** (*resource attached*)

#### Plenary activities

- Mini-plenary . **Q&A**. Carry out a quick Q&A session to check understanding. If a no-hands policy is being adopted, students names can be written on lolly sticks and drawn out of a jar at random to answer the questions.
- **Summary circle** . students identify the key points learned from the session. They divide a circle into that number of segments and add a point into each of the segments. Colours and images may be used to aid recall (*resource attached*).
- **Tarmac crossword**



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### **Workforce planning matching activity**

Match the following job roles to the skills, qualities or experience that would be required to complete the role effectively.

|                         |  |
|-------------------------|--|
| <b>Graphic designer</b> | Able to produce accurate typed documents on a word processor at 40wpm and to set time scales |
| <b>Secretary</b>        | The ability to understand complex financial information and manipulate complex data          |
| <b>Mechanic</b>         | Able to extract information from a customer and translate into a repair                      |
| <b>Teacher</b>          | Able to work creatively to a clients brief and within time and budget constraints            |
| <b>Doctor</b>           | The ability to demonstrate empathy and sensitivity when dealing with patients                |
| <b>Accountant</b>       | Have experience of working in corporate entertainment  |
| <b>Waiter</b>           | Be able to create a happy, challenging and effective learning environment.                   |



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### Workforce planning worksheet – Tarmac

#### What's in it for me?

##### I am learning...

- the process and importance of workforce planning
- the stages of workforce planning
- the influences on workforce plans

##### I am developing my skills as...

- A *self manager* by organising my time and resources effectively
- A *reflective learner* by dealing positively with praise or criticism when my work is assessed

#### Task 1

Read the **Tarmac case study**. Use the glossaries to help you learn the relevant terms and definitions.

#### Task 2

1. Define workforce planning

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2. Explain the stages in the implementation of workforce planning

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### **Task 3**

1. Complete the table below to show the impacts on both labour supply and labour demand at Tarmac

| Factors influencing the supply of labour at Tarmac | Factors influencing the demand for labour at Tarmac |
|--|---|
|  |   |



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### **Summary circle**

- Identify the key points you have learned about workforce planning.
- Divide the circle below into the same number of segments as the points you have identified.
- Add one point to each segment. Use colour and add images to help you memorise the information.

