



Teacher guide

Workforce planning - OPITO

Where does the lesson fit?

This session would fit in a Human Resource module to introduce and explore the concept of workforce planning. It could be followed by sessions on training and development, and possibly motivation.



Suggested resources & activities related to OPITO and workforce planning

- Full OPITO case study
- Workforce Planning PowerPoint
- Organisation structure lesson resources
- OPITO crossword
- OPITO word search

Suggested timings for the session

10 mins	Starter e.g. OPITO word search
5 mins	Use the Workforce Planning PowerPoint to discuss the topic
5 mins	Read the case study
10 mins	Questions
20 mins	Task – investigation
10 mins	What have you learned?

Answers to questions

1. What is workforce planning?
Workforce planning is the management process that estimates future workforce requirement in terms of both labour demand and skills to aid the achievement of business objectives.
2. Describe some of the factors that affect the oil and gas labour marketplace.
The factors include:
 - Ageing workforce
 - High skills required means the search for talent is very competitive
 - Skills shortages
 - Insufficient numbers of students opting for STEM subjects (science, technology, engineering and maths)



THE TIMES 100

BUSINESS CASE STUDIES

3. Explain how the oil and gas industry works to increase the pool of appropriate skilled workers it can recruit from.
Organisations within the oil and gas industry work with schools, colleges and universities to inform and influence subject choices in an attempt to widen the pool of talent.
4. Analyse why workforce planning is important in the oil and gas industry.
Reasons include:
 - The fact that, as a technology led business, the oil and gas industry is constantly changing and developing. The job roles required and therefore also changing.
 - Difficulty attracting workers with the required skills.
 - The specialist skills and knowledge required in this industry.
 - Ensuring the contractors are not hired, and paid for, if the skills are already present in the organisation.

What have you learned?

Expected learning is likely to include:

- The definition of workforce planning
- The stages of workforce planning
- The importance of workforce planning in helping to achieve organisational objectives
- The challenges faced by organisations when planning their workforces