

STRATEGIC STAFFING TRANSCRIPT

Welcome to HMSR-430 Administration in Human Services. This presentation covers Workshop Two, strategic staffing.

Hello again. I'm Mr. Johnson. The next item we have on our list is a strategic staffing plan.

A strategic staffing plan should align with the strategic business plan outline that you created last in the Workshop. Both the business and staffing plans are based on the identified goal for your human services program.

Remember the Strategic Staffing Plan template? Use this to help you develop your staffing plan for your program.

Let's begin by reviewing your strategic business plan outline under the staffing heading. Remember, this outline will guide you through the main elements of creating your human services program. What will your staffing team look like?

Let's take a look...

This is the strategic staffing plan template you will use to create your staffing plan. Identify the position title, the general responsibilities or tasks to be completed in this job, the education and experience required to perform the tasks (these are also referred to as qualifications), where this job fits within the organization, the percent of full-time employee (or FTE), and the annual salary.

Let's go back to the depression treatment program for military personnel and families from Workshop One. Under the staffing heading, I identified that we would need people to deliver training and provide therapy.

Let's start with the course trainers. To provide depression treatment, one of our methods will be to provide training on stress management; therefore, I will need someone to deliver that course. The position title will be trainer. The next item is identifying the tasks for this job. This could be completed by finding a job description from another non-profit organization for a trainer. While there would be many more tasks for a trainer like preparing materials, inviting students, etc., for purposes of this review, let's state that the trainer will deliver material on stress management.

The next item is to identify the education and experience for the trainer to deliver a stress management course. For our trainer, we will require at least a bachelor's degree in psychology and two years experience working with military personnel and families. The hierarchy will be completed when we have identified the organizational structure. Next, do we want a full-time or part-time employee? For this trainer, we will use a part-time employee since giving this course will not occur every day, at least not at the beginning. The next item is to identify the salary. This can be accomplished by finding what others earn in similar positions in your community. In our review, we found that trainers for non-profits typically make \$15.00/hour.

As you can see, we have filled in the strategic staffing plan template with the information for my trainer. In the annual salary column, I calculated the annual salary for \$15.00/hour at half time for the year.

You will continue with this process until you have covered the tasks that need to be completed towards meeting your human services program goal. This would also include office staff, supervisors, managers, etc., depending on the size of your program. Remember to keep costs in mind as you build your staff because you will need to obtain funding.

Once you have your staff identified, you still need to create an organizational structure to determine the hierarchy column of your human services program.

For example, who will lead and manage the human services program? Will you have supervisors? how about managers?

As you can see, I filled in the positions for my staffing plan and have created an organizational hierarchy, which shows the reporting structure.

Here are four members of my staff listed in the strategic staffing plan template. I have filled in the Hierarchy based on the organizational structure shared in the previous slide. The hierarchy determines tier, which aligns with compensation as well as reporting structure.

Now it's your turn to complete the strategic staffing plan. Remember, stay aligned with the goal and strategic business plan outline.

In the next workshop, we will review identifying vendors and advertising.

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