Planning for Employee Turnover

Who Will Benefit
Finance officers who wish to ensure a smooth turnover as employees leave the organization, either because of retirement or simply changing jobs. The session will be particularly useful to those who contribute to their government’s succession planning efforts.

Program Overview
We see frequent reports about the wave of retirements that looms over the public sector, emphasizing the urgency of succession planning – but solid planning for employee departures isn’t just about retirement. Governments should take a look not only at how they’ve prepared for upcoming years of retirements, but for staff losses in general, which can happen at any time. While jurisdictions engage in substantial long-term planning efforts in many areas – budgeting and economic development, to name two – many of them lack a similar level of commitment when it comes to their internal infrastructure. Jurisdictions need to develop strategies for addressing employee age demographics, just like other strategic planning they undertake.

Seminar Objectives
• Demonstrate the role of planning for employee turnover in establishing a sound internal control environment.
• Share information about organizational contingency plans that are clearly defined and understood by the parties who might be affected, addressing both short- and long-term needs.
• Explain how to identify potential skill shortages by mapping out the key members of a government’s departments.
• Teach effective analysis of organizational reporting and how and when to consider job redesign.
• Show ways in which employee engagement provides positive results in the workforce and set the government up for smoother turnover.
• Show how to ensure that knowledge transfer is handled appropriately.
• Share strategies other governments are using to find new talent.
• Share methods governments can use to ensure successful succession planning, including strategies employed by other public-sector organizations.

Instructors
Please check www.gfoa.org for a faculty listing of GFOA staff and/or practitioners as it becomes available.

It’s Easy to Participate
• The GFOA’s Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed
• A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
• If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works
• Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your “allowed senders list.”)
• Materials can be viewed on a secure Internet site.
• Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
• To join the event more quickly, you can set up Event Manager before the event starts. Go to: https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1.

Recommended Reading / Related Best Practices
• GFOA Best Practice, Key Issues in Succession Planning
• “Planning for Employee Turnover,” Government Finance Review, (February 2015)
Planning for Employee Turnover

Group Internet-based course

March 30, 2017
2:00 p.m. – 4:00 p.m. ET

Course Level: Intermediate • Prerequisite: None • Field of Study: Business Management and Organization

Please print or type (or register online at www.gfoa.org)

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Registration fee is per person, not per group. Early and/or student registration discounts do not apply to Internet training.

Register and pay for 3-9 participants and receive 10 percent off the total cost of the registrations. Register and pay for 10 or more participants and receive 15 percent off the total cost of the registrations. To qualify for the group discount, registrations must be submitted together. Individual registrations submitted separately or after the original group is submitted will not qualify for the group discounts.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a $20 administrative fee. No refunds will be issued after that date.

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

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