

**RESA**  
Capability Solutions

**Touchstone People - Compliance and Productivity provides cost effective strategies and tools to understand workforce critical skills needs; via independent review and analysis.**

#### Review and Analysis Process

1. Operational priorities
2. Organisational structure
3. Competency profiling
4. Training needs analysis
5. Training strategies
6. Implementation
7. Review



**Touchstone**  
Compliance and Productivity  **People**

#### Overview

Touchstone People - Compliance and Productivity is an independent review of training systems and workforce competency requirements. The analysis ensures your workplace has the right skills, in the right place, at the right time by utilising an effective workforce planning and development strategy.

This review of the capability of the current workforce and future workforce requirements is conducted in line with organisational priorities, focusing on a 12 – 24 month period.

#### Outcomes

The review will provide a plan for:




- control of targeted, cost effective training systems & strategies;
- review of critical competencies for job roles;
- identification of skills gaps;
- evidence of competency (compliance);
- coverage of critical roles within the organisation;
- a productive workforce;
- retention strategies.

Through a staged and targeted analysis of:

- competency profiles linked to job requirements;
- skills gaps;
- quantifiable training needs analysis;
- strategies for addressing skills requirements;
- training & development systems – compliance & assessment;
- continuous improvement strategy.

#### RESA Head Office

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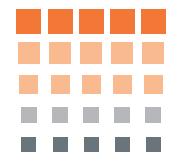
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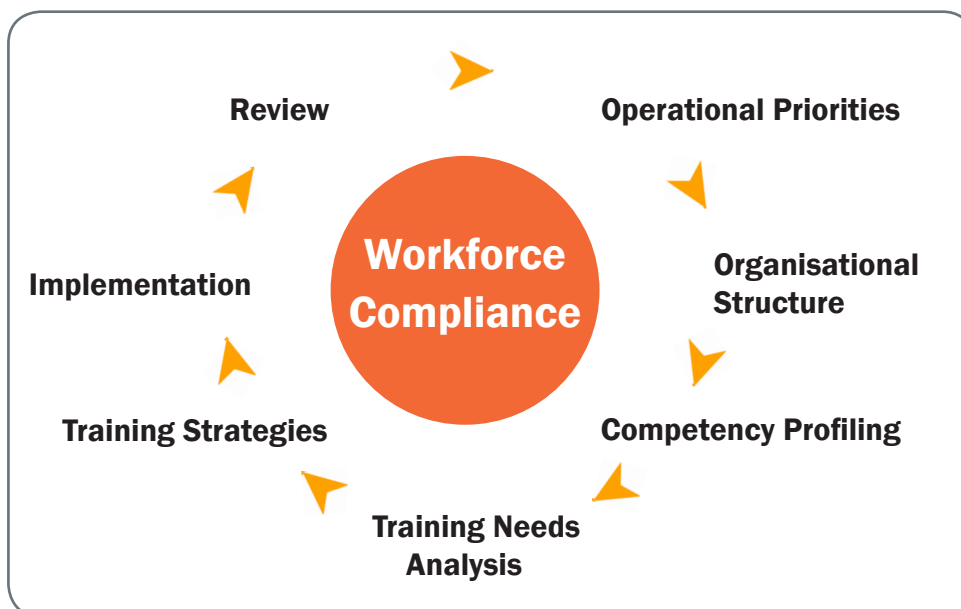


## Process

The review and analysis process involves:

1. identifying operational priorities
2. understanding organisation structure
3. reviewing competency profiles for job roles
4. training needs analysis
5. identifying training strategies
6. implementation of training strategies
7. review of outcomes of workforce compliance processes

The review and analysis will consider each of these steps in the process.







## Making it happen

The review and analysis will be undertaken in six steps.


- 1. Establish Scope and Priorities** - meet with RESA to establish the organisational priorities and scope of the analysis.
- 2. Commencement Agreement** - ensure company requirements for confidentiality and engagement are met.
- 3. Data Collection** - working with appropriate company representatives to document current processes and systems within the scope of the analysis
- 4. Analysis and Review** - conduct an independent initial review of the data collected and document findings.
- 5. Validation** - present documented findings to nominated company representative/s for comment, clarification and validation.
- 6. Report and Recommendations** - present report and recommendations to nominated company representative/s.

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