
Workforce Planning and Acquisition DSSSS202C, 12/06

Description	<p><i>Workforce Planning and Acquisition</i> is an online course consisting of four separate learning modules that reside on the Red Cross Learning Management System (LMS). The course will provide an overview of the knowledge and skills needed to be a Staff Services Workforce Planning and Acquisition worker on a relief operation.</p> <p>Participants must demonstrate mastery of the concepts presented in the course by correctly answering at least 80% of the questions on a final assessment in order to receive a certificate of completion.</p>
Purpose	<p>The purpose of this online course is to provide Workforce Planning and Acquisition workers with skills needed and knowledge of their roles and responsibilities, expectations and procedures.</p>
Learning Objectives	<p>After completing this online course, participants will be able to—</p> <ul style="list-style-type: none">• Describe the collaboration between Staff Services and other groups and activities as a response transitions from a chapter to a disaster relief operation and back to a chapter.• List all available resources for staff.• Discuss the importance of continually reviewing and processing Staff Requests.• Explain the process of assigning workers including the ongoing recruitment, screening, interviewing and placement of staff.• Describe the use of volunteer groups as a source of workers.• Summarize the tasks related to opening, maintaining and closing the Workforce Planning and Acquisition activity.
Audience	<p>Participants will be—</p> <ul style="list-style-type: none">• Disaster Services Human Resources (DSHR) members who are currently serving, or are interested in serving, in Staff Services.• Workforce Planning and Acquisition staff.• Supervisory staff from all DSHR groups including Operations Management.• Other individuals at the chapter or service area level interested in learning more about Workforce Planning and Acquisition, or whose duties may interrelate with Workforce Planning and Acquisition.• Chapter Disaster Volunteers (CDV) Team, Chapter Staff and Volunteers.
Prerequisites	<p>Recommended:</p> <ul style="list-style-type: none">• <i>Fulfilling Our Mission: Translating Your Compassion Into Community Action</i> (DSGEN200A, 07/06)
Length	<p>The course is comprised of four modules, and takes approximately 45 minutes to complete.</p>

Scheduling

Chapters and Service Areas are responsible for scheduling participants through the Learning Management System (LMS). Participants can access this self-paced course 24 hours a day, 7 days a week via the internet.

**Instructor
Requirements**

Because this course is available online, no instructors are required.

Materials

Because this course is available online, no materials are required.
