



# Planning for Employee Turnover

**Group Internet-based course**

**NEW**

**March 8, 2017**

**2:00 p.m. – 4:00 p.m. ET**

**Course Level: Intermediate • Prerequisite: None**

**Field of Study: Business Management and Organization**

**2 CPE  
CREDITS**

## 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](http://www.gfoa.org) for a faculty listing of GFOA staff and/or practitioners as it becomes available.

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## 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](mailto: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>.

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## Recommended Reading / Related Best Practices

- GFOA Best Practice, *Key Issues in Succession Planning*
- "Planning for Employee Turnover," *Government Finance Review*, (February 2015)
- "The Next Government Workforce," *Government Finance Review*, (February 2015)
- "The Ripple Effect of Baby Boomer Retirements," *Government Finance Review*, (February 2015)

**To learn more or register for this event, visit [www.gfoa.org](http://www.gfoa.org).**



# Government Finance Officers Association

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**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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