

Mature Age

Workforce Resource 2015

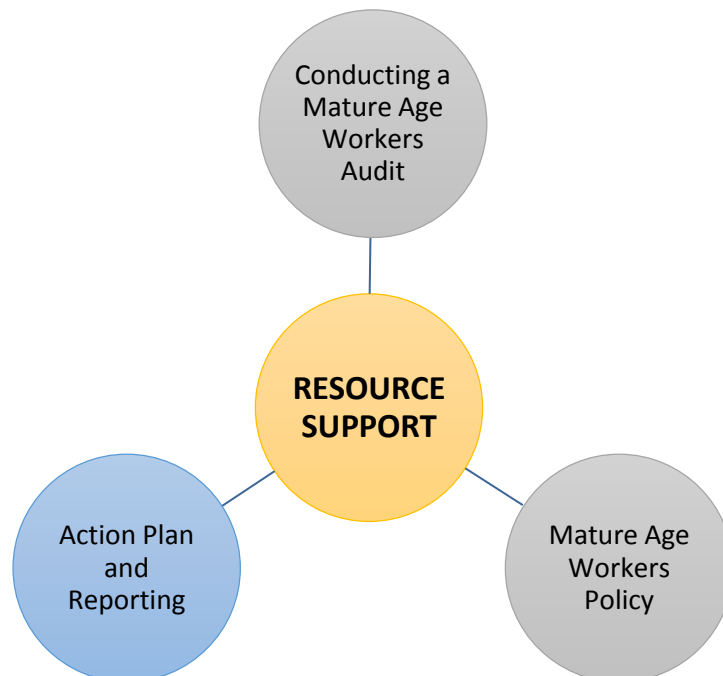


A framework of recommendations for the management and retention of mature talent in local government

RESOURCE SUPPORT 3

ACTION PLAN AND REPORTING

This Resource Support document is the third of three template and support documents that can assist the development of the council organisation's *Mature Age Workforce Resource*.



1. ACTION PLAN TEMPLATES

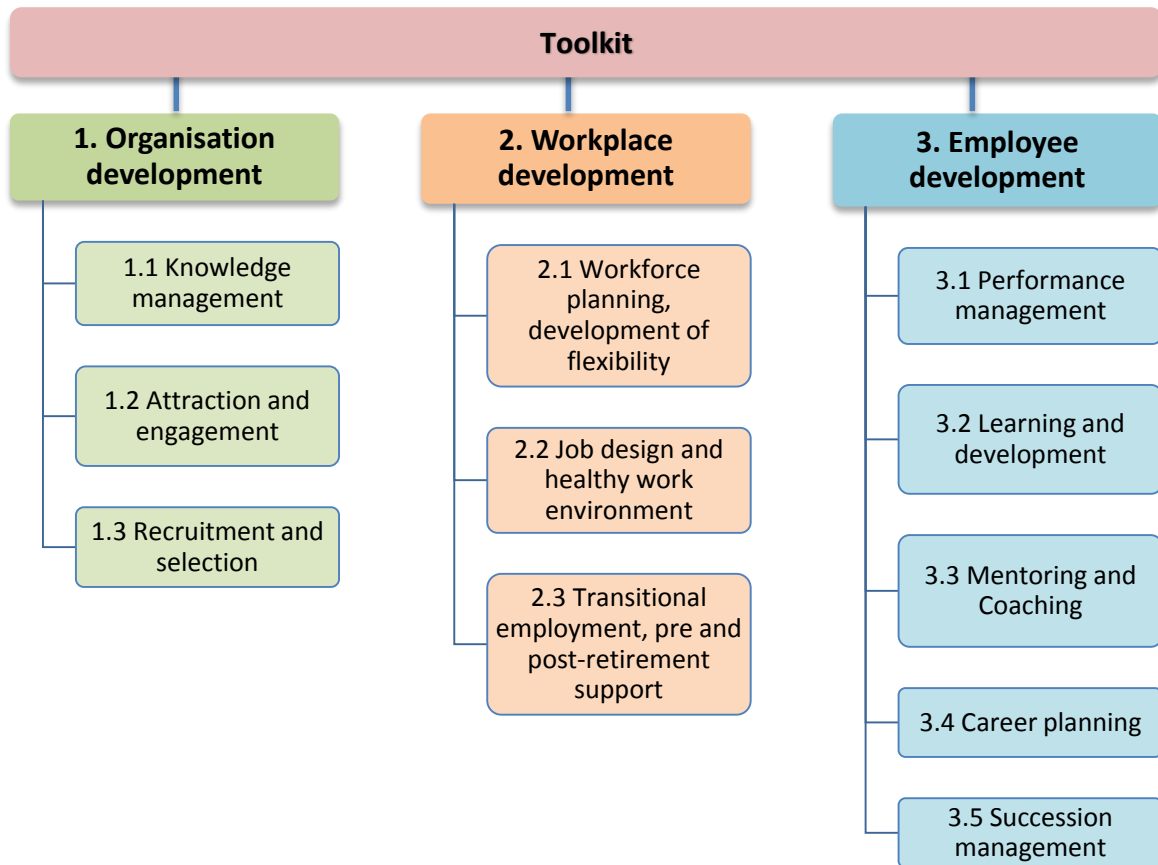
This Resource Support provides three templates that are included in one Word document accessible on the link below. These three elements are:

1. The Key Performance Indicators (KPIs) have a 3 year scope and provide an opportunity to focus on any of the elements of the Toolkit with descriptions of high level KPIs for each Focus Area.

2. The Mature Age Management Action Plan describes 10 Strategies that can be addressed, with underpinning actions enabling each organisation to develop its own KPIs.

3. The Organisation Development Action Template has been structured according to the Toolkit documents and relevant Focus Areas. It enables organisations to identify the critical needs of the organisation related to data and its analysis, and how this relates to mature age workers.

The 11 key Focus Areas of the Toolkit are:



Action Planning and Reporting table templates are accessible as Word documents, by clicking on the link below. This document can serve as a working resource for the organisation as actions from the Toolkit are applied. The content can be edited and updated as required, and used in conjunction with existing planning and reporting processes. KPIs can be completed and outcomes can be report annually, as appropriate.

Attached is the [Action Planning and Reporting templates](#) in Word format.