

## Steps in Workforce Planning

These are the steps that are most often followed in workforce planning:

1. Develop or review your company's strategic plan to determine your objectives for the future.
2. Analyze and chart your current workforce, including numbers, skills requirements, demographics, etc. How many will be retiring? What is your current turnover rate?
3. Review, estimate and chart your workforce needs for specific timeframes such as two, five and ten years, based on your strategic objectives. Will the skills and size of the workforce remain the same or change?
4. Identify gaps and challenges to overcome in closing those gaps.
5. Develop a plan that includes actions, leadership and timelines in the areas of:
  - Succession planning
  - Retention
  - Attraction
6. Set achievable workforce planning goals.
7. Identify resources needed and where to go for support in achieving goals.
8. Set a timeline and strategy for monitoring of progress.
9. Communicate regularly with employees on workforce planning issues, and keep them informed on the role they may play in changing workforce dynamics.



**Bill Cox** - After 34 years in teaching, Bill retired from his position as Principal of Beal Secondary School. He turned his love of trucks into a new career as an owner of a trucking business. He drives two and a half days a week and a full-time employee makes the additional runs.

