

## Workforce planning Inventory: Am I ready?

Before starting, check:	Yes	No
Do you have a current strategic business plan (i.e. for the next 3+ years)?		
Do you have a current operational plan (i.e. for the next 12 months)?		
Do you have an existing workforce plan? If so, use that as a starting point.		
Do you have support from your key people?		
Do you have the right skills in the business to lead workforce planning?		
Are you ready to have discussions across your business on your current and future workforce challenges and opportunities?		
Do you have processes in place (or are able to quickly implement them) to collect workforce information/employee data?		
<ul style="list-style-type: none"> <li>○ Business department/unit/location</li> <li>○ Position title/level</li> <li>○ Job family (ie. a group of job functions that involve work in the same general occupation)</li> <li>○ Job family employment status – full-time, part-time, casual</li> <li>○ Employee length of service with your business</li> <li>○ Employee time in their current role</li> <li>○ Diversity information (e.g. age, including youth and mature age, gender, cultural background, declared disability)</li> <li>○ Employee qualifications (e.g. Cert III Retail, Bachelor of Commerce)</li> <li>○ Employee tickets/licences</li> <li>○ Full-time equivalent (FTE) or employee headcount</li> <li>○ Turnover information – resignations and retirements</li> <li>○ Workforce costs – wages/salary, overhead/variable costs (e.g. training)</li> <li>○ Any other workforce data that are important to your business</li> </ul>		

Do not worry if all of these things are not yet in place, it is important that you identify what you already have and what information you might collect in the future. Workforce planning does not need to be a daunting process and can still be successful for your business, regardless of its size. Starting to think about your workforce needs now and into the future is already a step in the right direction.