

## Workforce planning: A summary guide

Workforce planning is about having the right people with the right skills in the right role at the right time. Similar to business planning, it is a continuous process of understanding your current workforce skills (where you are now), desired skills for your future workforce (where you are going) and your workforce gaps, and developing strategies and actions to close those gaps (how you will get there). These strategies and actions can include training and development, recruitment and improving workforce performance.

### KEY STAGES



#### 1. GET STARTED

The purpose of workforce planning is not to decide what you will do in the future, it is about determining what you can do now to be best prepared for the future. Workforce planning doesn't need to be complicated, but it does require thought and engagement with your staff.



#### 2. GATHER INFORMATION

##### Determine your current workforce

The current state of your workforce can be portrayed through workforce data. The current analysis should include the most recent data and, if it is available, historical workforce data. While there is no set period for workforce history, as a minimum, data should cover the previous 12 months.

##### Determine your future workforce

Understanding your future workforce and skills needs is about estimating the number and types of employees and the skills required to deliver your business plan and goals.

##### Identify gaps

You should be able to identify where your workforce and/or skills gaps are emerging by comparing your current workforce with your future workforce.



#### 3. IDENTIFY ISSUES AND FIND SOLUTIONS

Once you have identified actions that will address your workforce gaps, these can now be put into a plan that prioritises the actions and who, when and how they will get done. It will also be useful to measure the success of the plan through being clear about what success looks like. For example, Josh has almost completed his Cert III, and is currently undertaking training on new technology. This will allow Simon and Mary to improve efficiencies.



#### 4. DEVELOP, IMPLEMENT AND MONITOR

Once you have prioritised your workforce plan actions, then start communicating the priorities to your workforce and commence implementation. Don't forget to track how you are going against the plan, and regularly review it each time there are changes in your business or employees.



**Workforce Planning Connect provides all the tips and resources you will need to take the next step on your business's workforce planning journey.**

To find out more, visit the Workforce Planning Connect website at [www.qff.org.au/resources](http://www.qff.org.au/resources)