

1. What are the company strategies, priorities and pain points?
2. What are the company performance requirements?
3. What is important to the CEO and other senior leaders?
4. What do you need from HR?
5. What is the operational plan to execute company strategies, priorities and pain points?

Workforce Planning is a systematic, proactive process, which aligns strategic planning, human capital, and budgeting to meet organizational goals…

Forecasting

Areas of workforce forecasting:

- services, programs, products, or business areas; workforce needs (e.g. the estimates can include the number of type of employees as well as where and when they will be needed).

1. What current events are happening right now, and what impact will these events have on the future business of your company?
2. What will you do in a different way?
3. What will you do that you did not do before?

Analysis

Areas of workforce analysis:

- Collect information on technical competencies/Specialized knowledge, generic competencies, leadership competencies, future staffing levels and diversity projections of future workforce

I. Analyze Demand (current challenges, anticipated changes)

1. What needs attention?
2. What new or changed product do you foresee in the short and long term?
3. What core competencies will you require to carry out short and long term?

II. Analyze Supply (competencies, diversity and staffing levels)

1. What core competencies exist in your current workforce?
2. What existing core competencies are no longer needed?
3. What is the use of temporary vs. permanent staff?

III. Conduct a Gap Analysis (performance and potential)

1. What are some deficits in your workforce?
2. What are some surpluses in your workforce?
3. What segment of your workforce are you missing?

IV. Create a Workforce Action Plan (bridge the gaps)

1. Who is going to be involved?
2. What actions are already underway to address these challenges?
3. Include objectives, targeted jobs/job groups, measures, action steps, timelines, resources, accountabilities and "mine your existing workforce."

V. Implement and Evaluate

1. Have the workforce plan strategies achieved the intended results?
2. What was the cost/benefit of the workforce plan strategies?
3. To what extent were the demand and supply projections accurate?