# **WORKFORCE PLAN template**

# DATE: \_\_\_\_\_\_\_\_\_\_\_\_

# introduction

## Introduction to the [organisation] Workforce Plan

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## Aims and Objectives of the Workforce Plan

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# EXECUTIVE SUMMARY

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# STRATEGIC ANALYSIS

What are your future goals for your business, e.g. introduce new products/markets or marketing techniques etc? .................................................................................................................................................................................................................

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How will these future goals affect your workforce? .................................................................................................................................................................................................................

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What external challenges are currently being faced or likely to be faced by your business or industry in the future? (For example

skills/labour shortages, attraction and retention issues, change in technology, economic conditions, organisational budgets)

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What is your current workforce’s capability and capacity to deliver products and services? ...................................................................................................................................................................................................................

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What is your current workforce’s capability and capacity to deliver future products and services?

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# sTEP1: Current Workforce Profile

See Current Workforce Profile Spreadsheet

# sTEP 2: FUTURE WORKFORCE Requirements

See Future Workforce Requirements Spreadsheet

# sTEP 3: STRATEGIC PRIORITIES

See Gap Closing Strategies template

# STEP 4: monitoring & evaluation PLAN

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