

# Create your workforce action plan (insert organisation / logo)

Tasks	Download Template	Tick when complete
Research the challenges facing your business/industry (such as skills/labour shortages, attraction and retention issues, ageing population) that have an impact on your workforce.		<input type="checkbox"/>
Review documents and processes in place to collect and keep your own workforce information.	Workplace Documents template	<input type="checkbox"/>
<p><b>Stage 1 – Workforce Analysis</b></p> <p>There are 3 key steps involved that will help you understand your business' current and future workforce needs and your preparation for these future job requirements. This will help you to uncover the potential gaps in capability, including skills and staffing gaps.</p>		<input type="checkbox"/>
<p><b>(i) Determine your current workforce</b></p> <p>Use the Current Workforce Profile template to highlight/identify your employees by job group, skill level, experience, age group, gender, length of service, and any other categories that may provide insight into the people in your business.</p> <p>This step may involve talking with your staff to identify any risks identified from your profile (i.e. ageing workforce, several employees with long tenure and their intentions to stay, leave or retire?). Refer to the Employee Feedback survey template to assist in collecting this information.</p>	<p>Current Workforce Profile template</p> <p>Employee Feedback Survey</p>	<input type="checkbox"/>
<p><b>(ii) Determine your future workforce</b></p> <p>Use the Future Workforce Profile template to highlight/identify the desired workforce you need to achieve the business' goals based on the strategic direction of your business over the next 3 years.</p> <p>Who is currently working on ongoing projects? Who has been allocated to upcoming projects? What types of employees/skills are needed for the future? Are the roles full-time, part-time, contract or casual? Identify the job roles that are critical, high priority, priority to your business (i.e. those positions that are difficult to fill or retain).</p>	Future Workforce Profile template	<input type="checkbox"/>

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<p><b>(iii) Conduct a “gap analysis”</b>            Based on what you know about your current workforce and what you want your desired workforce to look like, determine where your workforce gaps are.            Will you have a shortage or surplus of staff? In what areas of the business? Can current commitments be met with the available workforce? Is there capacity to take on new work? Is there an opportunity now to develop employees in preparation for future growth? How long will it take to ramp up for increased business activity? Do you have difficulty filling and/or retaining the roles that are critical to your business?            Record the key findings of the gap analysis in order of priority into the Workforce Action Plan template.</p>	<p>Future Workforce Profile template</p>	<p><input type="checkbox"/></p>
<p><b>Stage 2 – Workforce Action Plan</b>            Now you know what the key areas of need/action are, this step involves developing strategies to bridge the gaps, identifying measures to assess progress of your action plan and allocating responsibilities and time frames to implement the changes. Consider initiatives that are aimed at improving attraction, development and retention of staff. Is there anything specific you can do to retain key people and attract new skilled staff?</p> <ul style="list-style-type: none"> <li>• Attraction strategies – ways to attract the right people from the widest possible sources (this will include Human Resource activities ranging from defining organisation and job structures to recruiting apprentices or trainees, to developing a culturally diverse workforce).</li> <li>• Development strategies – ways to get people working most productively for you (this includes having effective induction processes, training processes, developing your talented staff and managing and improving performance).</li> <li>• Retention strategies – Ways to ensure that you meet a diverse range of employees’ needs and expectations. Creating an engaged workforce through leadership initiatives.</li> <li>• Succession planning strategies – to ensure that there are skilled people capable of filling critical positions and knowledge transfer strategies to capture the knowledge of experienced employees before/if they leave your business.</li> </ul> <p>* Remember strategies should be kept to a manageable number so they are achieved. They should be prioritised to ensure your business focuses its resources on the most important strategies first.</p>	<p>Workforce Action Plan template</p>	<p><input type="checkbox"/></p>

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<p><b>Stage 3 – Monitor, Evaluate and Review</b></p> <p>Once you have developed and started to implement your workforce action plan it is important to think about how you will know if your action plan is working. By reviewing and evaluating your workforce action plan you can begin to build a roadmap for any future action that may be required.</p> <ul style="list-style-type: none"> <li>• Is my action plan producing the workforce results that I need?</li> <li>• Do I need to take any different or further action?</li> <li>• What will this action look like?</li> </ul>		<input data-bbox="1359 430 1417 488" type="checkbox"/>