



It's time to
start thinking about
WORKFORCE PLANNING!

Is your business ready for workforce planning?

Are you already doing it?

An ageing workforce and emerging skill shortages mean that **Workforce planning** is becoming a crucial element of a firm's business planning.

What does **Workforce planning** mean for you?

Workforce planning helps you think about the skills your business will need over the coming years, how you will find people with those skills, and if you have them in your business already, how to keep those people!

Workforce planning helps you be competitive in attracting and retaining the skills and experience your business needs - no matter what your business size!

To help you think about your need for workforce planning, here are ten questions - if you can answer them, odds are you are doing some sort of workforce planning already. If not, you probably need to start thinking about it!

Q: How aware are you of the workforce related challenges facing your industry/business as a result of the population getting older and other demographic issues?

Q: How do you currently assess your future workforce needs?

Q: Does your organisation have available human resource information and processes to collect and keep workforce information such as:

- total number of employees
- how many are casual/permanent
- age breakdown of your workforce
- occupational characteristics
- retirement intentions
- diversity
- how many are full-time/part-time
- how many seasonal employees
- gender breakdown
- qualifications and skills
- turnover rates



Q: Does your workplace or industry undertake any workforce planning activities, such as:

- demand analysis
- supply analysis
- learn what your employees' retirement intentions are
- succession planning
- scenario planning
- identify skills needed in the future
- learn what your employees' working preferences are

Q: Has your organisation integrated workforce planning into business plans?

Q: Are you experiencing any impediments to recruiting workers and/or developing employees' skills?

Q: What will be the main strategies you adopt to ensure that you have a sufficient supply of skilled employees to meet your demand over the next five years? If you have no strategies, you might want to consider:

- recruiting and training new staff
- increased use of contractors
- migration
- introduce new technology
- work closely with education and training providers to source workers
- upskilling existing workers
- changing shifts/rosters
- improve productivity
- job redesign
- recruiting apprentices and trainees

Q: How do you currently assess and define what skills and qualifications are needed in your workplace in the near and medium term future?

Q: What, if any, practices are used by your organisation to develop employees' skills?

- in-house training courses
- formal institutional training
- mentoring/coaching/job shadowing
- structured individual performance plans for all employees
- external short courses
- on-the-job training
- induction

Q: Have you considered strategies (such as those below) to retain existing workers to meet future demand?

- family-friendly policies and practices
- recognition/reward programs; profit sharing etc.
- review remuneration packages and employee entitlements
- access to education and training, new technology
- other services, e.g., transport, accommodation, education
- recognition/reward programs
- phased retirement
- mentoring/coaching schemes
- job redesign or rotation
- child care

Many businesses are daunted by the prospect of workforce planning, but the answer is to **start now and keep it simple!** To further help you, a 'snapshot assessment' of workforce planning in your organisation can be downloaded from the Workforce Information Service website.