

# Workforce Planning a Summary Guide

## Overview

Workforce planning is about having the right people, with the right skills, in the right role, at the right time.

Like 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 learning and development, recruitment and improving workforce performance.

## Key Stages

### Getting Started

To start, it's a good idea to complete the Workforce Planning online module found in eHub. Next, take a look at the templates and resources we've created in the online [Workforce Planning Toolkit](#). We encourage you to customise these resources to suit your needs.

### Workforce Planning Cycle

In workforce planning, we talk about the process being a cycle of 6 steps. The first 3 steps are focused on gathering information. Once you have this information, you complete a gap analysis to finally arrive at an action plan to deliver then evaluate.



### Gather Information

The first two steps are about being curious and gathering information. Find out what is expected of your department/branch/section or team based on the corporate plan. Identify what strategies, programs of work and projects are on the horizon. Find out what growth is expected in the coming years and how this will impact your team. Find out what your workforce looks like now and consider what your workforce might look like in the future. You could do this with your team in a workshop or with a broader audience, depending on the purpose of your workforce plan.

### Identify Issues and Find Solutions – Gap Analysis

Once you've gathered this information, you will be able to identify where your gaps are by comparing your current workforce with your future workforce requirements. What action needs to be taken now to bridge the gaps? This could be recruiting, reskilling current team members or even performance management to ensure the current team are future ready.

### Execution and Evaluation

Finally, execute your plan and review the results. Learning from what works and what doesn't as an important part of the cycle so that these lessons can be included in the next plan.