

Knowing where to start workforce planning can be difficult, so we've separated the process into four phases. Each phase has specific focuses, but can and should be adjusted based on the nature and size of your business.

1 PREPARATION



To set yourself up for success, you need to identify who should be involved in the activity. Your "workforce planning team" will be key to the success of the undertaking.

2 AUDITING



The next phase involves collecting and analysing information about your employees and the business. We recommend conducting an audit of your current staff. The goal is to understand how the five Rs are showing up in your business.

Workforce Planning

Right Skills

Right People

Right Cost

Right time

Right Place

Phases

4

Workforce Planning

4 ACTION & REVISION



Workforce planning should be an ongoing process – a continuous cycle of future-focussed considerations and desire for improvement.

3 PROBLEMS & SOLUTIONS



Now that you've sourced the data, it's time to identify any problems and find the solutions. This phase is about doing the work now to pre-empt issues that could crop up in the future.