

Workforce Preparation Plan



Identify your workforce planning team and the roles each member will play (even if it's just you, the business owner).

This is where you will identify clear goals for your workforce plan. What are you looking to achieve through this activity?

IDENTIFYING THE TEAM

Who will be part of your workforce planning team? List name, title, and time the person will be able to dedicate.

If you have more than one to two people in the team, how will you divide the work? It's a good idea to allocate specific tasks.

BUSINESS PLANNING

What are your top three business goals for the next 12 to 18 months?

What does success look like for your business?

Are there any obvious business risks that may prevent you from achieving these goals?

GOALS FOR WORKFORCE PLANNING

What information are you hoping to gather throughout the workforce planning process?