

workforce planning template.



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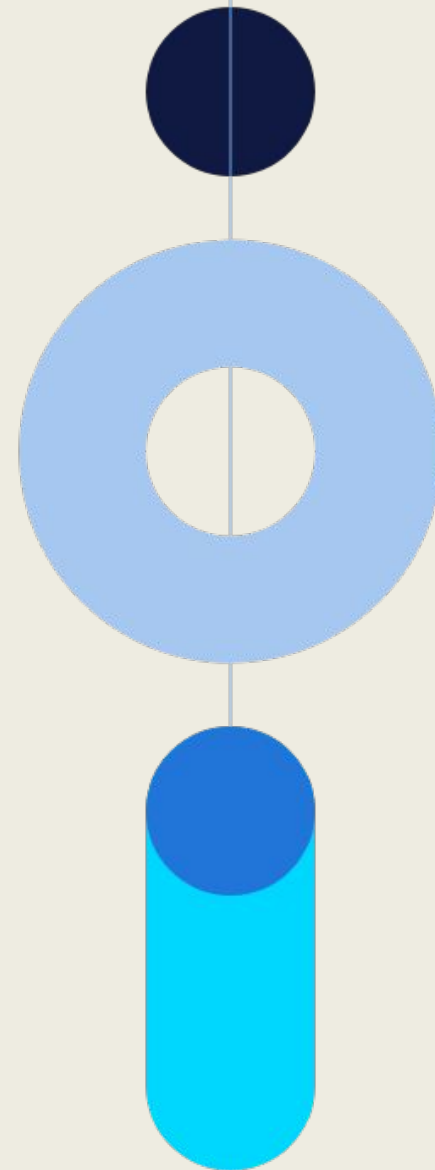
build a better workforce.

The business environment has never been more dynamic, and forecasting is increasingly challenging. So how can you build an organization that achieves its strategic goals? The key is to have access to the right employees at the right time, all the time.

The way to build a resilient workforce is to understand your needs, distinguishing between:

- Your long-term goals, over a year into the future, achieved by your future workforce
- Your short-term goals, within the coming year, achieved by your current workforce and any employees you will hire soon
- Your immediate goals, achieved by the workforce you have today

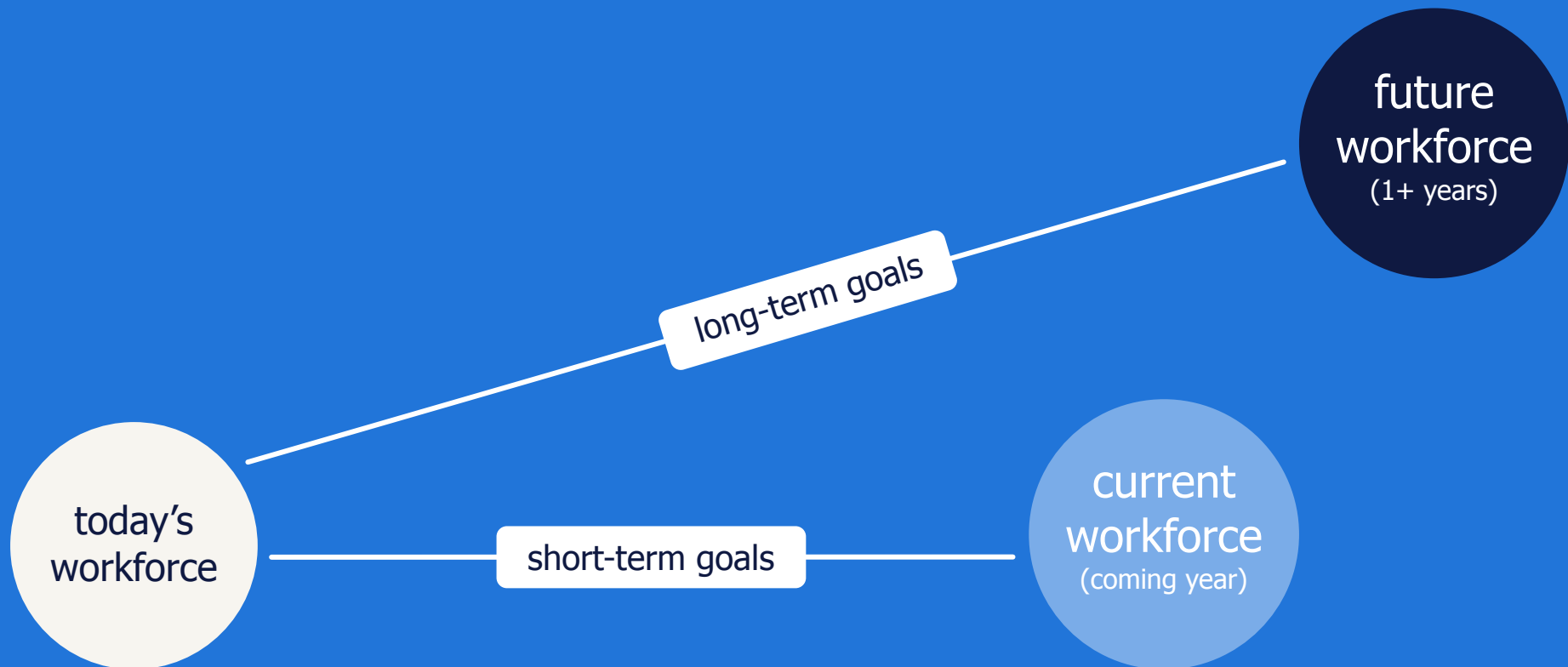
That's what this template helps you with. Fill in the boxes when you're planning your current and future requirements, and get a solid starting point for building an agile, resilient workforce.



As you can see in the model, you need to think of your current workforce in three categories when planning to achieve your goals: the workforce you have today, a workforce you need to reach short-term goals, and a workforce to reach long-term goals.

labor market

organizational strategy



Use your organization's short-term goals, long-term goals to plot your current workforce and future workforce.

today's goals.

How does the workforce you have today help achieve them? What could be improved?

- Reducing our customer service response time - we have enough permanent agents but need flexibility to manage peak periods.

short-term goals.

How does the workforce you have now or in the near future help you achieve them?

- Launching our new product - we need more paid marketing expertise to promote the product online.

future goals.

How does the workforce you will have in the future help you achieve them?

- Meeting our Net Zero targets - we need additional supply chain competency to reduce our scope 3 emissions.

contact us to discuss
your staffing needs.



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