**Workforce action plan on a page**

**Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Identified issue/gap** | **Strategy/action** | **Resources** | **Outcome/measure** | **Who** | **By when** |
| Workforce gap due to anticipated retirements | * Consider internal promotional opportunities * Recruit externally for position | * Succession plan * Training plan * Recruitment plan | * Fill workforce gap within four weeks of staff announcing retirement | Business manager | In the next 6 months |
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