

Workforce Planning Connect

Right Skills. Right Time.

An introduction to
workforce planning



WHO

is workforce planning helpful for?

Businesses who are ready to:



build **capability** in workforce planning



respond to **changes** in staffing



explore **growth** and expansion



start planning for the **future**



WHY

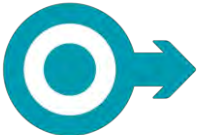
is workforce planning important for small businesses?



REDUCE



IDENTIFY



ATTRACT



IMPROVE



“Workforce
planning is about
getting the right
people with the
right **skills** in the
right **roles** at the
right **time.**”



WHAT

does workforce planning involve?

Four key stages



START



GATHER



IDENTIFY

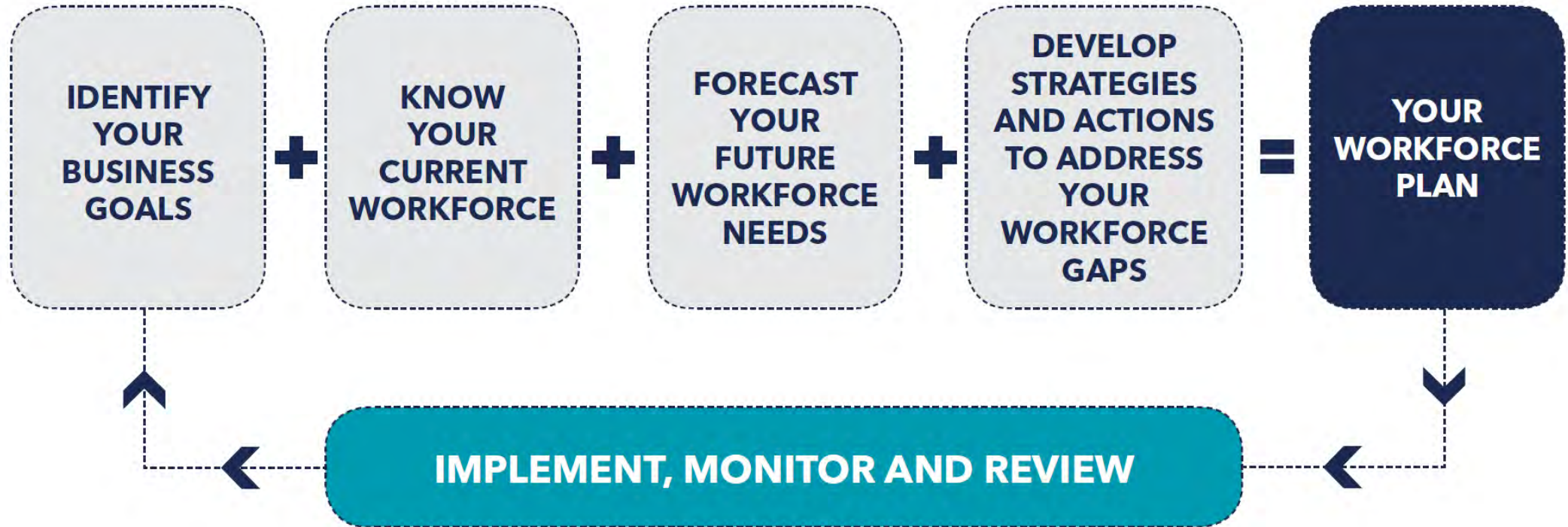


IMPLEMENT





WHAT is the workforce planning cycle?



HOW

do I make the most of workforce planning?



WHAT

are workforce planning strategies?

Workforce planning strategies and actions can be grouped into four key categories:



Develop your existing workforce skills and capability



Attract new employees to address skills gaps



Retain valued employees



Manage the workforce through business change





do I start?



visit the website



download the toolkit

Workforce Planning Connect

RIGHT SKILLS. RIGHT TIME.

- HOME
- GET STARTED ▾
- GATHER ▾
- IDENTIFY ▾
- IMPLEMENT ▾
- USEFUL TERMS ▾
- DOWNLOADS



DOWNLOADS

Download the Workforce Planning Connect toolkit, guide and accompanying resources.

- Toolkit ▾
- Guide ▾
- Toolkit Resources ▾
- Promotion ▾



resources are available?

Workforce Planning Connect

RIGHT SKILLS. RIGHT TIME.

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Understand the benefits and advantages of workforce

Workforce Planning Connect

Right Skills. Right Time.
An introduction to workforce planning for SMEs



Workforce Planning Connect

Right Skills. Right Time.
A workforce planning toolkit for SMEs



Workforce planning: Am I ready?

Before starting, think:	Yes	No
Do you have a current strategic assessment plan for the next 12 months?	Y	N
Do you have a current operational plan for the next 12 months?	Y	N
Do you have an existing workforce plan? If so, use this as a starting point.	Y	N
Do you have support from your key management/leadership?	Y	N
Do you have the right skills in-house to lead workforce planning?	Y	N
Are you ready to have discussions about your business and your future workforce challenges and opportunities? Are you prepared to do something about them?	Y	N
Do you have processes in place or are able to quickly implement them to collect workforce information and prepare data?	Y	N

Calculating your workforce turnover

WHY MONITORING WORKFORCE TURNOVER IS IMPORTANT

Workforce turnover can have a negative impact on your business in relation to productivity, customer service, cost and efficiency. It also often means a loss of business knowledge around customer history, internal processes and customer relationships, and can result in work stoppages for remaining employees.

Most workforce turnover costs can be hidden, so it is often hard to quantify the actual cost to the business. Costs may include:

- Departing employees' accrued leave that needs to be paid out
- Recruitment, including costs of advertising and recruitment agency fees
- Time taken, including time spent reviewing applications, interviewing applicants, and job education costs
- Productivity losses, including work that is interrupted or delayed due to an empty role, and time spent training new employees.

Workforce turnover can also be helpful to your business. It provides an opportunity to identify what could be done to improve your business, and you need to consider what the right level of turnover is for your business and plan for the future.

Factsheet 1: Workforce Planning - A Summary Guide

Workforce Planning is about planning for your people - the ones who will help your business to deliver products and services to your customers. Similar to business planning, it is a continuous process of understanding your current workforce and then using that information to plan for your future workforce, where you are going, the workforce gaps, and developing strategies and actions to close those gaps that you will get there. The purpose of workforce planning is not to decide what you will do in the future, it is about determining what you can do to be best prepared for the future.

KEY STAGES

- 1. GETTING STARTED**
 - Before you get started, you need to have the right people, right skills, right numbers, at the right time, and can still be successful for your business, regardless of its size. Starting to think about it and into the future is already a step in the right direction.
- 2. DETERMINING INFORMATION**
 - Determine your current workforce
 - Understanding the current state of your workforce can be gathered through workforce data. The current analysis should be based on the most recent data, and it is a valuable historical workforce data. While there is not a set period for workforce history, as a minimum, data should cover the previous 12 months. It is possible that some of the workforce planning data is not available at the commencement of the workforce planning process. Where data is missing, the use of anecdotal information or assumptions should be considered. Both are viable alternatives, and if used, should be documented.
 - Determine your future workforce
 - Understanding your future workforce needs is about estimating the number and type of employees required to deliver your business plan and goals.
 - Identify workforce gaps and find solutions
 - Once you understand your current workforce needs, then you want your future workforce to look like you can start considering how you want to address the gap. There are several options to consider, including training your existing employees or new skills, extending an opportunity, or understanding further study.
- 3. IDENTIFYING ISSUES AND FINDING SOLUTIONS**
 - Once you have identified different ways to address your workforce gaps, there are some things you can do to address the issues and solve them. It will also be useful to be able to address the issues and solve them. It will also be useful to be able to address the issues and solve them. It will also be useful to be able to address the issues and solve them.
- 4. DEVELOPING, IMPLEMENTING AND MONITORING**
 - Once you have identified different ways to address your workforce gaps, there are some things you can do to address the issues and solve them. It will also be useful to be able to address the issues and solve them. It will also be useful to be able to address the issues and solve them.

PERCENTAGE

Category	Percentage
Category 1	15%
Category 2	25%
Category 3	35%
Category 4	45%

To find out more, visit the Workforce Planning Connect website at www.jobsqueensland.qld.gov.au/workforceplanningconnect

www.jobsqueensland.qld.gov.au/wpc and www.business.qld.gov.au/running-business/employing/plan-workforce



resources are available?



HELPFUL LINKS

Follow these links for more information to support you on your workforce planning journey.

- Business and data insights 
- Attraction, recruitment and retention 
- Employment pathways 
- Education and training 
- Business support services 

<https://jobsqueensland.qld.gov.au/workforce-planning-connect/wpc-links/>



resources are available?

The screenshot shows the Queensland Government Business Queensland website. The page title is "Plan your workforce" under the "Employing people" section. The main content includes:

- Plan your workforce**: Prepare a workforce plan to develop your current workforce and recruit people with skills to support your business as it grows or changes.
- Workforce planning**—when integrated with your business plan—can help you:
 - retain employees and reduce turnover
 - find the right people for key roles
 - reduce skills shortages
 - identify staff training and development needs
 - improve efficiency, effectiveness and productivity
 - increase job satisfaction and employee engagement.
- Workforce planning toolkit**: The workforce planning toolkit (PDF, 1.1MB) for small-to-medium enterprises by Jobs Queensland and CCIQ includes:
 - checklists - to assess how ready you are for workforce planning
 - templates - for stakeholder planning, business and workforce needs assessments, supply and demand analysis, workforce plans and action plans
 - scenarios and suggestions
 - other practical resources - for planning and development.
- Also consider**
 - Read about managing people through change.
 - Learn about business skills planning.

On the right side, there are sections for Alerts (Coronavirus COVID-19 cyber-scams, Coronavirus COVID-19 business support), I want to... (Access OSR Online, Find business licences and permits, Find a scientific research organisation, Find business grants and assistance, Use our payroll tax calculators, Use our transfer duty calculator), Events (Payroll tax: introduction to payroll tax in Queensland, Payroll tax: Contractor provisions), and Contact (Coronavirus COVID-19 business support: 1300 654 687, General enquiries: 13 QGOV (13 74 68)).

www.business.qld.gov.au/running-business/employing/plan-workforce



WHAT resources are available?



The screenshot displays the 'Anticipating Future Skills' portal. It features a map of Queensland on the left, a central navigation panel, and several data visualization components on the right.

Regional Employment Change: A map of Queensland with a red highlight on the southern region. A legend below the map shows a color gradient from 0% to 10%.

Navigation Panel:

- Regio:** Brisbane, Gold Co, Sunshine, Ipswich, Logan.
- Indus:** Health C, Retail Tr, Constr, Educate, Accom.

Search/Select Industry:

- Industry: Agriculture, Forestry and Fishing
- Projection Period: 2019 to 2024
- View Chart results by: Size, Change %

Summary Statistics:

- Selected Employment: 67,970
- Selected Change: 2.3%
- New Jobs: 1,524
- Qld Employment: 2,728,883
- Qld Change from 2019: 9.4%
- Qld New Jobs: 234,432

Selected Industry - Employment (Horizontal Bar Chart):

- Sheep, Beef Cattle and Grain Farming: 30,383
- Fruit and Tree Nut Growing: 8,225
- Mushrooms and Vegetable Growing: 7,597
- Agriculture and Fishing Support Services: 4,488
- Other Livestock Farming: 3,024
- Other Crop Growing: 2,897
- Poultry Farming: 2,876
- Nursery and Flycaddis Production: 2,258
- Dairy Cattle Farming: 2,117
- Aquaculture: 1,868
- Fishing: 946
- Forestry Support Services: 937
- Forestry and Logging: 690
- Hunting and Trapping: 48
- Deer Farming: 14

Selected Industry by Occupation - Size (Horizontal Bar Chart):

- Livestock Farmers: 2,307
- Crop Farmers: 1,111
- Mixed Crop and Livestock Farmers: 1,073
- Garden and Nursery Labourers: 1,057
- General Clerks: 964
- Truck Drivers: 964
- Other Farm, Forestry and Garden Workers: 901
- Bookkeepers: 871
- Sheepers: 842
- Aquaculture Farmers: 701

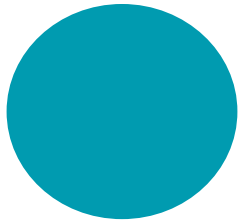
Occupations:

- Selected Occupations: Farmers and Farm Managers, Specialist Managers
- Selected Industries: Agriculture, Forestry and Fishing
- Selected Regions: All of QLD
- Selected Year: 2024
- Selected Scenario: Baseline

Employment by Occupation (Horizontal Bar Chart):

- Livestock Farmers: 2,307
- Crop Farmers: 1,111
- Mixed Crop and Livestock Farmers: 1,073
- Aquaculture Farmers: 701
- Production Managers: 671
- Other Specialist Managers: 642
- Supply, Distribution and Human Resource Man: 642
- Construction Managers: 642
- Importers, Exporters and Manufacturers: 642
- Research and Develop. ICT Managers: 642
- Sales Assistants (Gener: 642
- Registered Nurses: 642
- General Clerks: 642
- Truck Drivers: 642
- Road Managers: 642
- Aged and Disabled Carers: 642
- Primary School Teachers: 642
- Electricians: 642
- Commercial Cleaners: 642
- Check-out Operators an: 642
- Child Carers: 642
- Receptionists: 642
- Secondary School Teac: 642
- Accountants: 642
- Office Managers: 642

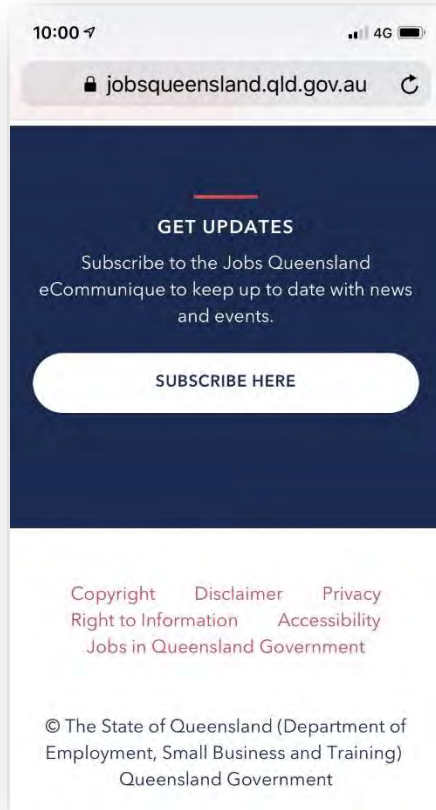
www.jobsqueensland.qld.gov.au/anticipating-future-skills/



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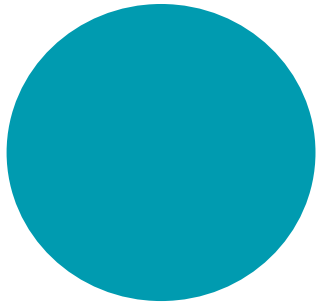


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Resources

Questions regarding Workforce Planning Connect and Jobs Queensland's other workforce planning resources, contact:

Leticia Grigorieff
Director Workforce Planning and Development
Jobs Queensland

e: workforceplanning@jobsqueensland.qld.gov.au

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www.jobsqueensland.qld.gov.au/wpc

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