

Workforce Planning Connect

Right Skills. Right Time.

Workforce planning can be successful without being complicated.

Workforce Planning Connect is a range of easy to use resources to help small and medium-sized enterprises:

- **understand** the benefits and advantages of workforce planning
- **build** their knowledge of workforce planning
- **grow** capability and skills in workforce planning.

Why is workforce planning important?

Workforce planning positions businesses to respond to workforce needs now and into the future. It helps businesses think ahead and manage change.

Done effectively, it can deliver many benefits and positive outcomes, including:

- reduced employee turnover
- attraction of staff to key roles and reduced skills shortages
- improved identification of staff training and development needs
- improved efficiency, effectiveness and productivity
- increased job satisfaction
- better employee engagement.



Take the next step

Workforce Planning Connect provides all the tips and resources you will need to take the next step on your business' workforce planning journey. It provides access to:

- an extensive toolkit to guide you step by step through the workforce planning process
- templates, worksheets and guides that can be customised to your business
- links to other practical workforce planning and development resources and tools.

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

#WPC



Understand what workforce planning is and why it is important to your business



Stages of workforce planning



1. GET STARTED

- Consider who should be involved
- Understand what information you already have and what information may be required



2. GATHER INFORMATION

- Define your business goals and operating environment for the period of your workforce plan
- Know your current workforce – who they are, what skills they have, where they are located and what their plans are
- Consider your future workforce requirements



3. IDENTIFY ISSUES AND FIND SOLUTIONS

- Identify strategies and actions to fill any identified workforce gaps to address workforce risks



4. DEVELOP, IMPLEMENT AND MONITOR

- Develop, implement and monitor your workforce plan to make sure it is achieving its aims
- Review your workforce plan each time there is a change in your business or workforce

