Who should be involved?   
Stakeholder planning

This template will assist you in identifying who you should include in your workforce planning activities.

Things to consider:

* Who are your stakeholders, based on the scope and scale of your workforce planning?
* What is their role in relation to workforce planning?
* Who are the key decision-makers?
* How can they best be involved?
* How much time can they commit to the process?

Suggestions on who to involve:

|  |  |  |
| --- | --- | --- |
| **Small enterprises** | | **Medium-sized enterprises** |
| May only have two people involved in the running of the business and the management of staffing | A diverse mix of management and employees that represent various business levels, functional areas and locations | |
| In some enterprises, all staff may also be  family members | Line managers who oversee areas with critical  hiring needs | |
| Dedicated and knowledgeable staff | Line staff, including both new hires and those employees with more experience | |
|  | Dedicated and knowledgeable staff | |
|  | A mix of age (including youth and mature age),  gender, cultural background and declared disability | |
|  | Staff with specific expertise needed to implement  the workforce plan (e.g. HR, IT, Finance) | |
|  | Employee representatives | |

Your workforce planning team is a core group who will be involved in the design, implementation, monitoring and evaluation of your plan. Below is the space for you to consider who that might be for you and your business:

| **Who is to be included** | **Why am I including them** |
| --- | --- |
| *Insert name …* | *Insert reason …* |
| Jenna Dewalter | Business owner and administration manager |
| Scott Jones | Has been employed with company for 20 years |
| Joe Smith | Apprentice with company for 2 years |
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