

## BUILDING A FRAMEWORK FOR YOUR WORKFORCE PLANNING



Prepare for a multilevel approach when conducting a talent gap analysis or embarking on a workforce planning exercise. From the C-Suite to Department heads to individuals. This will give you a well-rounded view of what's needed for success.

Refer to your organization's strategic plan or outlined business goals. If the company hasn't documented future goals for the business, you'll want to work on this critical piece in order to determine talent needs.

When considering needed skills, don't limit yourself to today's world. Research what future trends can impact your business or industry and consider what newly created positions may be needed in your organization.

A business needs to be able to adapt to constant change and new technologies. Imagine what skills your future workforce will require and hire from a proactive stance rather than reactive.

Conduct a skills assessment with all teams in your organization. This can be done through a variety of assessment tools, established KPIs and your organization's review practice.

After plotting out needed skills and assessing your current talent pool, you'll be able to establish where your talent gaps are and any areas of focus in your workforce planning.

With your workforce planning exercise complete, you will now be able to plan for training existing employees or hiring new people to fill the gaps.