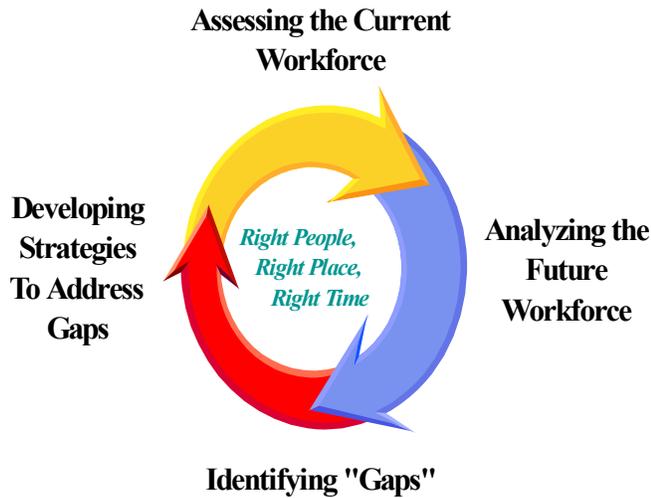


WORKFORCE PLANNING DESK AID FOR MANAGERS & SUPERVISORS



Additional Resources

- 1) OPM's Workforce Planning Website.
<http://www.opm.gov/workforceplanning/>
- 2) GAO High Risk Series: An Update.
<http://www.gao.gov/pas/2001/d01241.pdf>

What is workforce planning?

Simply stated, workforce planning is the process of ensuring that the right people are in the right place, and at the right time to accomplish the mission of the agency.

More specifically, workforce planning is a systematic process for identifying and addressing the gaps between the workforce of today and the human capital needs of tomorrow.

Why is workforce planning necessary?

- Workforce Statistics:
- 30.9% of the workforce, 52.7% of managers & supervisors, and 65% of Senior Executives are eligible to retire in the next five years.
- GAO has placed strategic human capital management on its "high risk" list of the Federal Government's most troubled operations. In addition, OMB guidance has instructed agencies to establish GPRA performance goals and measures to address the challenges facing human capital management and ultimately, assume responsibility for solving them.

What are the critical steps to workforce planning?

❖ *Assess the Current Workforce*

- Determining what our current work force resources are and how they will evolve over time through turnover, etc.

❖ *Analyze the Future Workforce*

- Developing specifications for the kinds, numbers and location of workers and managers we will need to accomplish your agency's mission, goals and objectives. This information is developed in conjunction with your agency's strategic plans and budget documents.

❖ *Identify "gaps"*

- Determine what gaps will exist between our current and projected workforce needs.

❖ *Develop Strategies to Address Gaps*

- These strategies would include recruiting, training/retraining, restructuring organizations, contracting out, competency-based assessments, leadership development, succession planning, technological enhancements, etc. In addition, performance measures should be used to assess strategic progress.

What are the benefits of workforce planning?

❖ *Workforce planning is an important activity that will enable us to*

- determine the workforce needed for tomorrow's success;
- compete in today's market, providing a foundation to actively train, recruit or restructure resources;
- bridge knowledge gaps due to attrition;
- achieve maximum organizational effectiveness; and
- take all of the separate initiatives out of the stovepipes and put them in an integrated whole as part of an overall plan.

❖ *Benefits to the organization...*

- Workforce planning is an organizational development activity that will help us get the right people at the right place at the right time.

❖ *Benefits to managers...*

- Managers will have the human resource information they need to manage their programs more effectively.

Implementation Strategies

Implementation strategies should include actions that are clear, concise, and measurable, including achievable milestones developed with stakeholder input.

WORKFORCE PLANNING IS PUTTING THE RIGHT PEOPLE, IN THE RIGHT PLACE, AT THE RIGHT TIME TO ACCOMPLISH THE MISSION OF THE AGENCY.