

## MANAGERS' GUIDE TO WORKFORCE PLANNING

### THE RIGHT PEOPLE IN THE RIGHT PLACE, AT THE RIGHT TIME, AT THE RIGHT VALUE

Too many organizations fail to plan for their future staffing needs. Aligning skills and people to meet your company objectives is good business practice. Follow the simple steps below to get started:

#### Workforce Planning Steps:



Start with your business strategy. Review short term and long term business goals and identify the number and type of people you will need to be successful. What skills will be needed in the future?

The labour market includes your existing staff and the external labour market. Where will you find people with the skills you need?

Identify trends that will impact your industry / business and identify your critical skill gaps.

Develop a workforce plan to manage the trends / gaps identified. Implement your plan and continually revisit and adjust the plan to match your business strategy.

#### Trends that may impact your Business:

- Demographics – aging, multi-generational and diverse workforce
- Decline in Canadian unemployment rate
- Rising Labour Costs & Increase in Government Regulation
- Skill Shortages & Constant Change in Knowledge / Skill Sets
- Rapid Technological Change
- Flatter organizations
- Flexible / non-traditional workforce: global, remote, contingent, contractors, outsourcing

## Manage People Better with Fusion

## Workforce Planning Best Practices:

Your plan might include a recruitment plan, succession plan for key roles, training and development plans, mentoring program, a process for knowledge transfer in key areas of your organization, as well as a review of competitive salary and benefits for your industry and location.



The information provided is an overview. Your situation is unique. Contact Fusion Career Services for advice.