

EIGHT KEY STEPS TO STRATEGIC WORKFORCE PLANNING

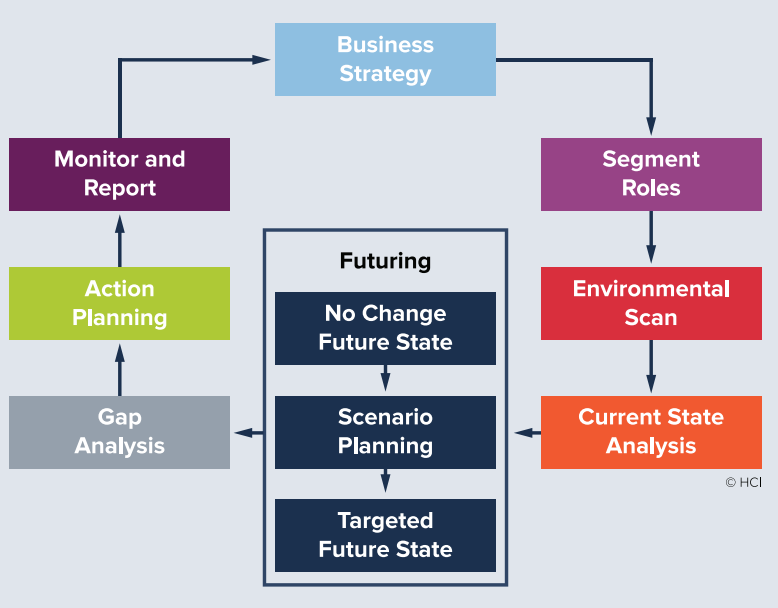
As an HR professional, have you ever struggled with...

- ✓ Outdated skills
- ✓ Skills gaps
- ✓ Loss of talent
- ✓ Aging workers
- ✓ Dynamic technologies
- ✓ Changing business models
- ✓ Mitigating risk

Strategic workforce planning (SWP) is a mission-critical skill for the HR function that will help you address these challenges, and more.

But there is no one-size-fits-all formula for successful workforce planning. The process must be integrated with other planning processes, including business strategy and budget.

What can companies do to ensure they take the right approach to implementing SWP? HCI recommends that companies follow a proven framework, tailored to meet the needs of each individual organization.



1. ARTICULATE THE BUSINESS STRATEGY

Evaluate the goals of a strategic workforce planning program. Do they align with the overall goals of the company? Successful SWP supports and syncs talent and business outcomes for optimal impact.

2. SEGMENT ROLES

Determine which roles in the organization are mission-critical. Which roles are a priority, and which roles exist in the periphery? Further, how do these positions contribute value?

3. CONDUCT AN ENVIRONMENTAL SCAN

SWP must take into account both internal and external factors that can affect business trends. Continuously identify, monitor, and evaluate trends that affect the workforce and the organization.

4. ANALYZE THE CURRENT STATE

Evaluate, inventory, and benchmark today's workforce. Go beyond headcount. What skills and competencies exist in critical roles?

5. CONSTRUCT A DETAILED FUTURE

Consider your organization 1, 2, or even 5 years down the road. What will the organization look like? How will the environment or technologies evolve? What operational norms might come into play?

6. IDENTIFY GAPS

Consider the current state, from Step 4. Consider the future state, from Step 5. What gaps exist between these two states?

7. CREATE AN ACTION PLAN

After identifying gaps, create a plan to redesign or restructure pieces or all of the organization's talent initiatives. Establish benchmarks and KPIs.

8. MONITOR AND REPORT

At specific milestones during the process, measure quantitative and qualitative benchmarks. Report findings to stakeholders and management. When the results don't meet expectations, repeat the steps and adjust for new, current, and desired states.

Get strategic. You need to plan for critical roles to ensure the future of your organization. Don't forget the most critical role of all—an HR professional fluent in Strategic Workforce Planning.



Strategic Workforce Planning
CERTIFICATION PROGRAM

HCI's [Strategic Workforce Planning Certification Program](#) provides you with the skills required to integrate quantitative measures such as headcount planning and workforce analytics into a qualitative decision framework that can inform and transform organizational strategy.