









# Workforce Planning

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# Workforce strategy for human resource management

This slide covers the recruitment planning conducted in an organization to hire right candidates and retain employees. The purpose of this template is to plan workforce recruitment. It also includes details related to human resource needs, strategies, employee selection, etc.

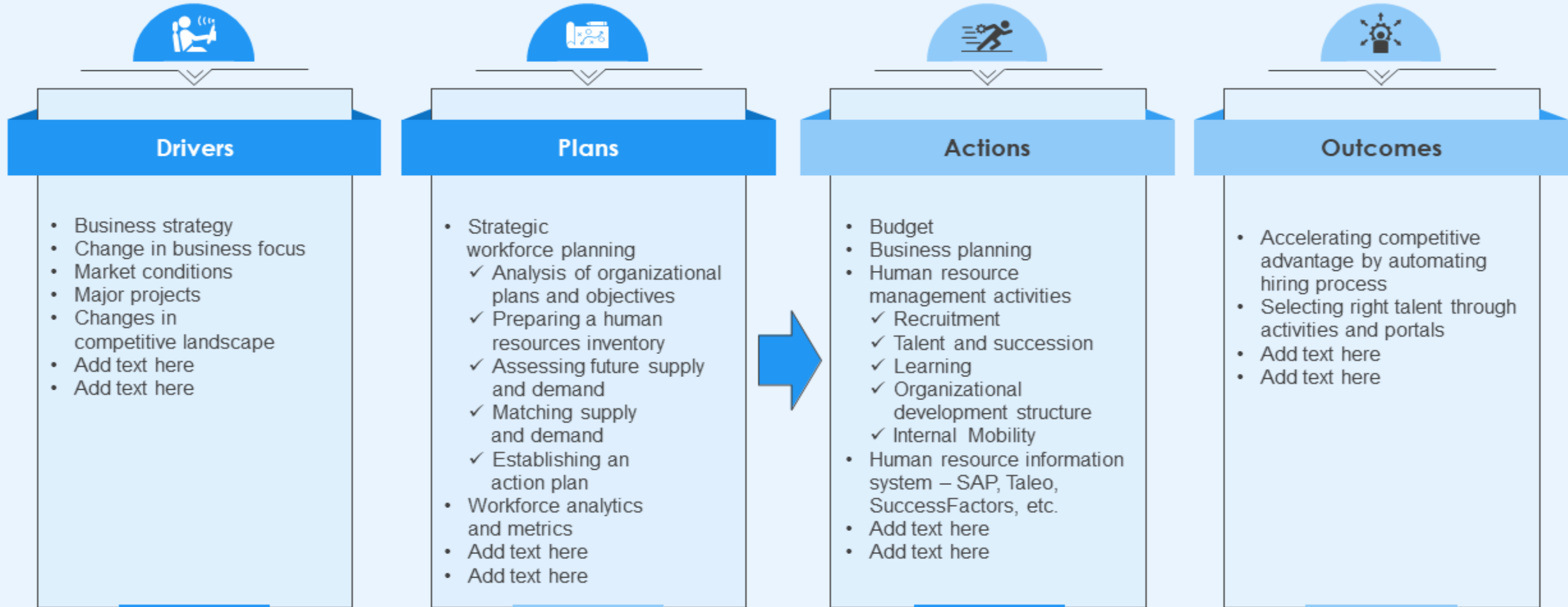
 Human resource needs	 Recruitment strategy	 Employee selection	 Training development	 Compensation packages	 Performance appraisal
Determining job needs	<ul style="list-style-type: none"> <li>• Create candidate persona</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum vitae</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Wages and salaries</li> <li>• Add text here</li> </ul>	Define expectations
Ascertaining staff needs	<ul style="list-style-type: none"> <li>• Seamless candidate experience</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Passing assessment</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• In- company training</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Retirement savings</li> <li>• Add text here</li> </ul>	Measure and evaluate
Effective human resource business partnership	<ul style="list-style-type: none"> <li>• Effective employee referral program</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Interview results</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace communication</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Paid leave</li> <li>• Add text here</li> </ul>	Provide feedback
Sufficient manpower	<ul style="list-style-type: none"> <li>• Understand what the talent needs</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct reference check</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory management</li> <li>• Add text here</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance</li> <li>• Add text here</li> </ul>	Record performance

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# Workforce planning framework to implement business strategy

This slide covers the strategic workforce planning (SWP) model required for the successful implementation of a company's business strategy. The purpose of this framework is to identify the key roles that add strategic value. It also includes details related to internal and external supply and demand criteria in order to plan resources.

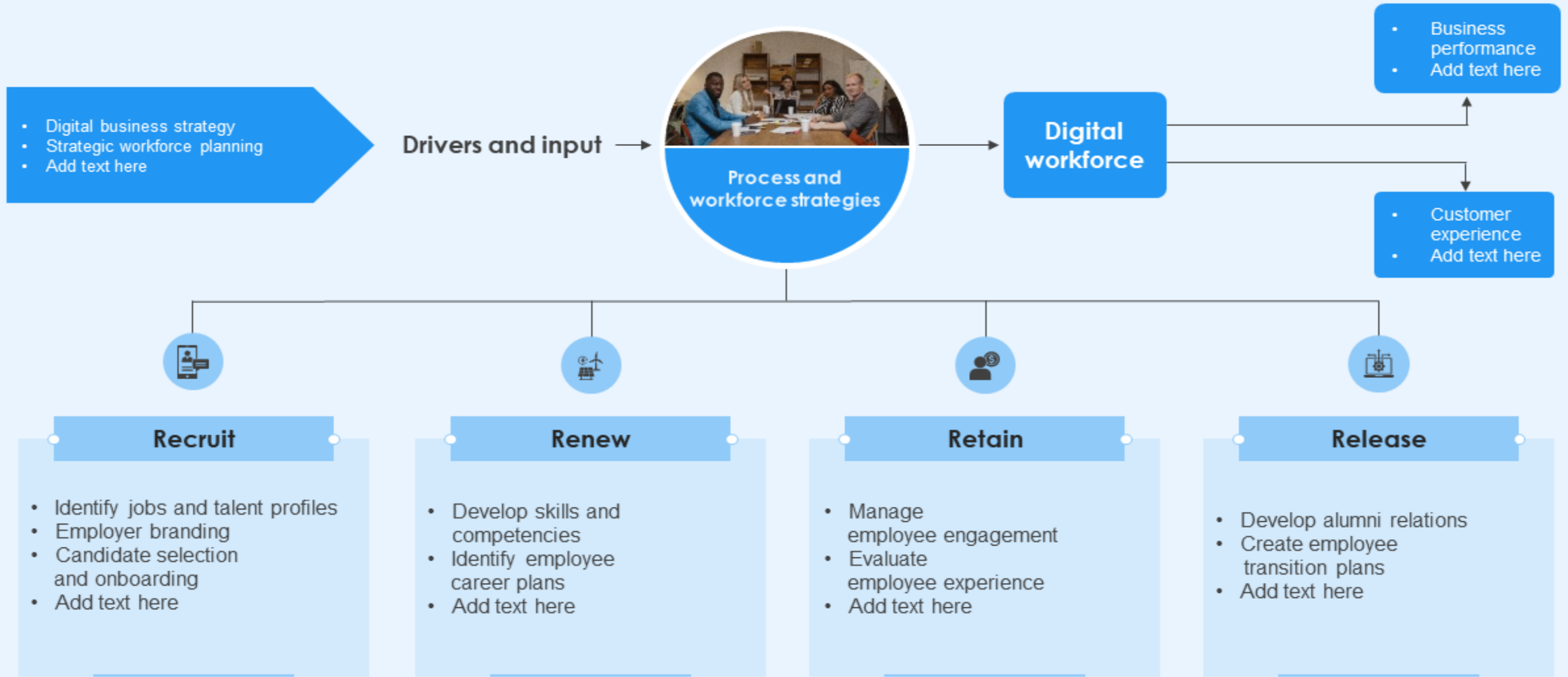


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# Digital talent management framework with workforce strategy

This slide covers the digital talent management framework in an information technology industry. The purpose of this template is to define the recruitment process and its workforce strategies. It also includes details related to inputs, process and output.



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# Building workforce strategy to achieve organizational goals

This slide covers the details related to company strategy and workforce planning. The purpose of this template is to define steps used to prepare the workforce to deliver the business strategy. It also includes details related to culture, change, tools, etc.






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# Benefits of strategic workforce planning to achieve organizational goals

This slide covers the advantages of aligning recruitment strategy with company's strategic goals. The purpose of this template is to define the advantages of having right number of people, with the right skills, at the right place at the right time. It also includes details related to cost optimization, managing change, etc.

	 <b>Cost optimization</b>	 <b>Manage demographic and workforce changes</b>	 <b>Develop long-term recruitment strategy</b>
<b>Advantages</b>			
<b>Action steps</b>	<ul style="list-style-type: none"><li>• Manage employee turnover – identify retiring employees</li><li>• Increase productivity – optimize the employee skills and recruit candidates based on requirements</li><li>• Add text here</li><li>• Add text here</li></ul>	<ul style="list-style-type: none"><li>• Identify the skill gaps such as digitalization, retirement, automation, etc.</li><li>• Provide training to existing employees to transform their skills</li><li>• Add text here</li><li>• Add text here</li></ul>	<ul style="list-style-type: none"><li>• Align the departments in the organization</li><li>• Encourage internal recruitment as take less time and cost less money</li><li>• Add text here</li><li>• Add text here</li></ul>
<b>Results</b>	<ul style="list-style-type: none"><li>• Reducing recruitment cost by XX%</li><li>• Add text here</li></ul>	<ul style="list-style-type: none"><li>• Continuous monitoring and improvement</li><li>• Add text here</li></ul>	<ul style="list-style-type: none"><li>• Employee retention increased by XX%</li><li>• Add text here</li></ul>

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# Strategic workforce planning tools for HR department

This slide covers the details related to the essential workforce planning tools used by the human resource (HR) department in an organization. The purpose of this template is to analyze the strategic workforce planning tools. It also includes data-driven instruments that help identify the gap between current capabilities of the workforce and its future needs



Planning Tools	Features	Measures	Functional HR areas	Notes
<b>Strategic workforce planning map</b>	<ul style="list-style-type: none"> <li>Align workforce planning activities with organizational strategies</li> <li>Determine where the organization wants to go in the next 3-5 years</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Measure quality and the quantity of the workforce</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment</li> <li>Performance management</li> <li>Rewards &amp; promotions</li> <li>Add text here</li> </ul>	Add text here
<b>9-Box grid</b>	<ul style="list-style-type: none"> <li>Assess people based on their performance and potential</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Performance potential matrix</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Performance management</li> <li>Rewards &amp; promotions</li> <li>Add text here</li> </ul>	Add text here
<b>HR dashboarding</b>	<ul style="list-style-type: none"> <li>Identify current workforce capabilities</li> <li>Dashboard includes payroll system, applicant tracking system, and other human resources information systems</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Workforce dashboard</li> <li>Diversity map</li> <li>Performance dashboard</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Performance management</li> <li>Rewards &amp; promotions</li> <li>Add text here</li> </ul>	Add text here
<b>Compensation and benefits analysis</b>	<ul style="list-style-type: none"> <li>Set an internal pay benchmark and group people in overpaid and underpaid categories</li> <li>Retrieve performance data and categorize people in over performing and underperforming</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Payment benchmarks</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Rewards &amp; promotions</li> <li>Add text here</li> </ul>	Add text here
<b>Scenario planning</b>	<ul style="list-style-type: none"> <li>Imagine different potential futures that have a severe impact on business</li> <li>Scenarios can involve technological innovation, new legislation, natural disasters, changes in attitudes of the general public, etc.</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Rank the specific driving forces based on importance and uncertainty</li> <li>Add text here</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment</li> <li>Training and development</li> <li>Add text here</li> </ul>	Add text here

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