

It is not mandatory to use this template.

You may wish to refer to the Guide to Workforce Planning when developing your plan*.*

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Workforce Plan – Sample template

<insert name of service>

Current date <enter date>

Review date <enter date>

Review schedule <insert frequency>

# **Service vision**

• Future goals and outcomes for your service to answer the question: What do you want the future to look like at your service?

• Key elements of the organisational strategy, service philosophy and areas of the Quality Improvement Plan relevant to future planning initiatives

# **Identify required skills**

• Identify skills required in order for your service to achieve the service workforce vision.

# **External environment**

*•* Overview of elements in external environment that might impact your workforce plans

# **Current workforce and skills**

*•* Worforce profile – your current workforce, including key demographics, skills and qualifications, future plans of your staff

# **Future workforce requirements**

*•* Each of your workforce scenarios and the resulting workforce requirements (headcount and capability)

# **Gaps analysis**

*•* Summary of key gaps predicted in your future workforce, in terms of headcount and capability

• Risks associated with these gaps if they are not closed

• Identification of any challenges that may impact your ability to address future gaps

# **Design solutions and feasibility**

*•* Description of each strategy designed to address gaps and risks

• May include detailed action plans for each strategy, including an overview of who is responsible for implementation, timelines, and clear measures of success.

• You can use the following strategy category sections (attraction, retention, development, succession, wellbeing) to document specific action plans.

**Attraction strategies**

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| --- | --- | --- | --- |
| **Issue identified** | **What outcome or goal do we seek?** | **Feasibility** | **Priority (Low/Medium/High)** |
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| --- | --- | --- | --- | --- |
| **How will we achieve this outcome? (Actions)** | **Success measure** | **Responsible person** | **Time frame** | **Progress notes** |
|  |  |  |  |  |
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**Retention strategies**

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| **Issue identified** | **What outcome or goal do we seek?** | **Feasibility** | **Priority (Low/Medium/High)** |
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| **How will we achieve this outcome? (Actions)** | **Success measure** | **Responsible person** | **Time frame** | **Progress notes** |
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**Development strategies**

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| **Issue identified** | **What outcome or goal do we seek?** | **Feasibility** | **Priority (Low/Medium/High)** |
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| **How will we achieve this outcome? (Actions)** | **Success measure** | **Responsible person** | **Time frame** | **Progress notes** |
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**Succession strategies**

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| **Issue identified** | **What outcome or goal do we seek?** | **Feasibility** | **Priority (Low/Medium/High)** |
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| **How will we achieve this outcome? (Actions)** | **Success measure** | **Responsible person** | **Time frame** | **Progress notes** |
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**Wellbeing strategies**

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| **Issue identified** | **What outcome or goal do we seek?** | **Feasibility** | **Priority (Low/Medium/High)** |
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| **How will we achieve this outcome? (Actions)** | **Success measure** | **Responsible person** | **Time frame** | **Progress notes** |
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