Workforce Development Plan

Current overview

Who we are and what we do (our vision and mission)

What we need to do

- What are your customer needs?
- What products/services do you want to offer? To what standards? Can you offer more variety?
- What staffing and skills will you need?

Workforce Profile

Examine and document the following to understand your current workforce capacity:

- Organisational chart
- Job Descriptions
- Workforce Demographics
- Turnover of staff
- Performance Reviews
- Recruitment and Attraction
- Knowledge Management
What skills do you have that are not fully utilised that could benefit the organisation?

Do you have enough people in particular job roles to meet your manufacturing schedule? How are you going to make sure these skills and people stay in the organisation?

Do you have a balance of fresh ideas and long term experience?

How are you going to recruit the best staff? Do you have vacancies and why is this?

Could you effectively fill skills gaps by considering recruiting employees of other gender with existing skills, or with the potential to develop required skills?

What would be your requirements and what support mechanisms are currently in place to support staff with a disability or illness?
Skills, Training and Development

**Develop a Skills Matrix**

List job roles/individuals on one axis and skills/competencies required on the other axis.

**Summarise Skills Gaps by Teams**

You may wish to develop an overview of development needs according to your teams, for example:

- Operational Team
- Management Team
- Finance Team
- Administration Team
### Action Plan

Develop an Action Plan listing the various recommendations that have come from your analysis and activities above. See example below

<table>
<thead>
<tr>
<th>What’s the issue identified? What do you want to happen?</th>
<th>Intended action to address this issue</th>
<th>By when will we take this action? Why this time scale?</th>
<th>How will we achieve our action?</th>
<th>Outcomes and how they are achieved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some production and warehouse employees have no formal qualifications</td>
<td>Assess which staff to undertake training. Review appropriate accredited programs. Develop a flexible program to meet needs</td>
<td>Source a suitable provider by XX</td>
<td>Select accredited training and short course programs. Investigate funding options</td>
<td>Staff develop more holistic approach to operations. Reduced re-work. More efficient operations. Increased profitability</td>
</tr>
</tbody>
</table>

2

3

4

5
Establish a Training Plan for all staff using the major actions and priorities listed in the Action Plan. See example below.

<table>
<thead>
<tr>
<th>Employee name</th>
<th>Date of birth</th>
<th>M/F</th>
<th>Job title</th>
<th>Business unit/area</th>
<th>Location</th>
<th>All known qualifications</th>
<th>Recommended external accredited training</th>
<th>Proposed funding source for accredited courses</th>
<th>Recommended short course training/internal or external learning initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>7/10/63</td>
<td>M</td>
<td>Despatch Forklift</td>
<td>Despatch</td>
<td>Vic</td>
<td>F/L Licence</td>
<td>Cert III in Competitive Systems and Practices with Warehouse elective units</td>
<td>Vic</td>
<td>Time Management</td>
</tr>
</tbody>
</table>

Can any existing jobs be re-designed?

What informal learning initiatives will you implement to better engage employees?

Can you establish coaching arrangements amongst between experienced and less experienced employees?

Is telework an option for your organisation?