

WORKFORCE FORECASTING TEMPLATE

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BUSINESS GOALS AND INFLUENCERS

GOALS

VISION

GOALS

Short, Medium, and Long-Term

CUSTOMERS

Current and future customer landscape

INTERNAL AND EXTERNAL FACTORS

IMPACT

Consider future growth or downsizing, process changes, etc.

INTERNAL FACTOR IMPACT

EXTERNAL FACTOR IMPACT

Consider industry trends, economic conditions, market shifts, etc.

OUTLOOK

WORKFORCE NEEDS

Skills and capabilities required to fulfill goals; noted areas of impact

CURRENT WORKFORCE PROFILE

CURRENT SKILLS, CAPABILITIES, AND CAPACITY

ROLE TYPES AND QUANTITIES	LEVELS OF SKILLS AND QUALIFICATIONS	EMPLOYMENT TYPES
Workforce role types with numbers breakdown	Current workforce skills, competencies, and developmental goals	Employment types with overview of paid / unpaid, full / part-time

CURRENT WORKFORCE CHARACTERISTICS

GENDER DISTRIBUTION	ETHNICITY PROFILE	AGE PROFILE
EARNINGS PROFILE	DISTRIBUTION / WORKFORCE LOCATIONS	WORKFORCE RECOGNITION & SUPPORT STRUCTURES
REGIONAL / NATIONAL COMPARISON	VACANCY / RECRUITMENT PRACTICES	EXIT PROCESSES

STRENGTHS ANALYSIS

ADVANTAGES

DISADVANTAGES

	STRENGTHS	WEAKNESSES
CURRENT Consider current resource, capability, and performance strengths and issues. What is done well and what areas require improvement?		
	OPPORTUNITIES	THREATS
FUTURE Identify potential opportunities and potential threats. What future developments could attract required workforce? Are there potential skills shortages, workforce competition, recruitment or retention issues, or distribution challenges to consider?		

FUTURE WORKFORCE PROFILE

FUTURE SKILLS, CAPABILITIES, AND CAPACITY

ROLE TYPES AND QUANTITIES	LEVELS OF SKILLS AND QUALIFICATIONS	EMPLOYMENT TYPES
Workforce role types with numbers breakdown	Future workforce skills, competencies, and developmental goals	Employment types with overview of paid / unpaid, full / part-time

FUTURE WORKFORCE CHARACTERISTICS

DESIRED GENDER DISTRIBUTION	ETHNICITY PROFILE	IDEAL AGE PROFILE
TARGET EARNINGS PROFILE	POTENTIAL DISTRIBUTION / WORKFORCE LOCATIONS	WORKFORCE RECOGNITION AND SUPPORT STRUCTURES
REGIONAL / NATIONAL COMPARISON	VACANCY / RECRUITMENT PRACTICES	EXIT PROCESSES

GAP ANALYSIS

WORKFORCE NEEDS	GAPS BETWEEN STATE OF CURRENT AND FUTURE WORKFORCE	PRIORITY	MEASURES TO TAKE TO ADDRESS GAPS
ROLE TYPES AND QUANTITIES			
LEVELS OF SKILLS AND QUALIFICATIONS			
EMPLOYMENT TYPES			
GENDER DISTRIBUTION			
ETHNICITY PROFILE			
AGE PROFILE			
EARNINGS PROFILE			
DISTRIBUTION / WORKFORCE LOCATIONS			
WORKFORCE RECOGNITION AND SUPPORT STRUCTURES			
REGIONAL / NATIONAL COMPARISON			
VACANCY / RECRUITMENT PRACTICES			
EXIT PROCESSES			

WORKFORCE DEVELOPMENT PLAN

WORKFORCE CHALLENGES PRIORITIES	ACTIONS REQUIRED	DESIRED OUTCOMES	WHO	WHEN
PLANNING				
ENGAGEMENT & RECRUITMENT				
SUPPORT, TRAINING, & DEV.				
RECOGNITION & RETENTION				
LEADERSHIP & COMMUNICATION				
OTHER				

WORKFORCE FORECASTING REVIEW AND EVALUATION

DATE FORECAST COMPLETED COMPLETED BY

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YES or NO

	Is there a clear picture of where the business is going?
	Is there a strong understanding of future requirements?
	Have areas of workforce development need been identified in order to reach set goals?

SUCCESSSES Describe elements of the planning process that went well.	
FUTURE IMPROVEMENTS Describe changes you would make to the process.	
TAKEAWAYS List key actions to carry into future planning processes.	
ADDITIONAL COMMENTS	

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