



# The Analytical Workforce Planning Toolkit

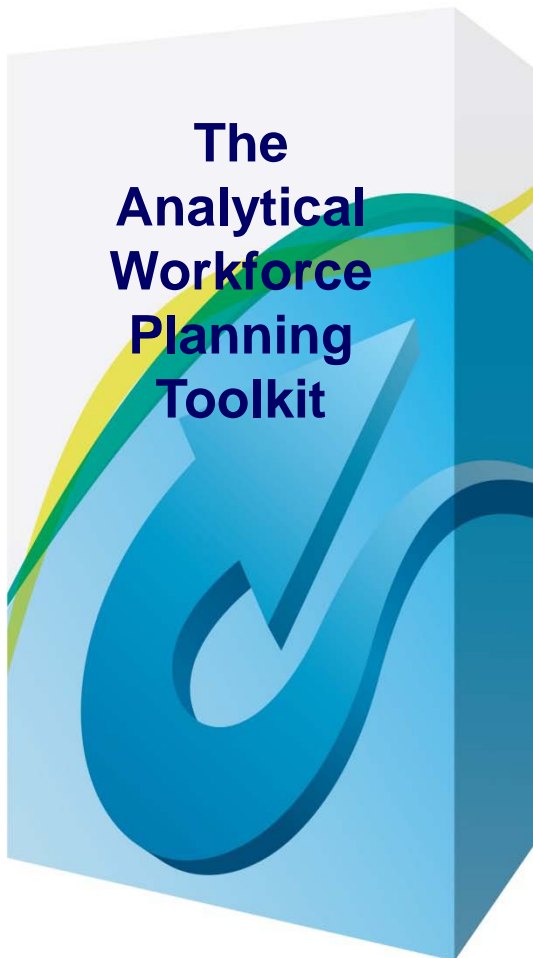
## Sample Content

***“Structuring, Developing &  
Preparing Your People to  
Meet Future Business &  
Labour Market Imperatives”***

# The Analytical Workforce Planning Toolkit

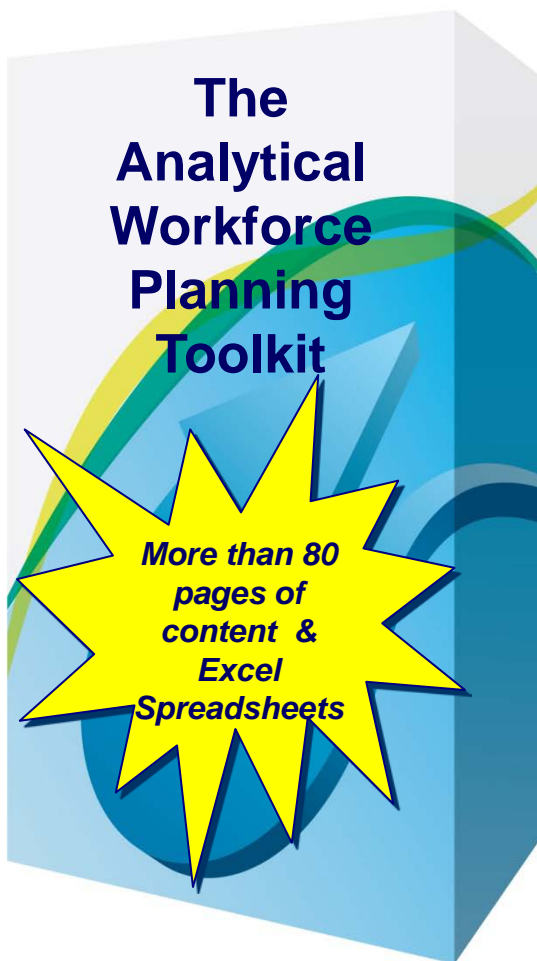
## Key Purpose

To enable users to progressively develop, implement and maintain a quality workforce planning program that informs the business in relation to future workforce headcount, structure, resourcing, composition and capacity



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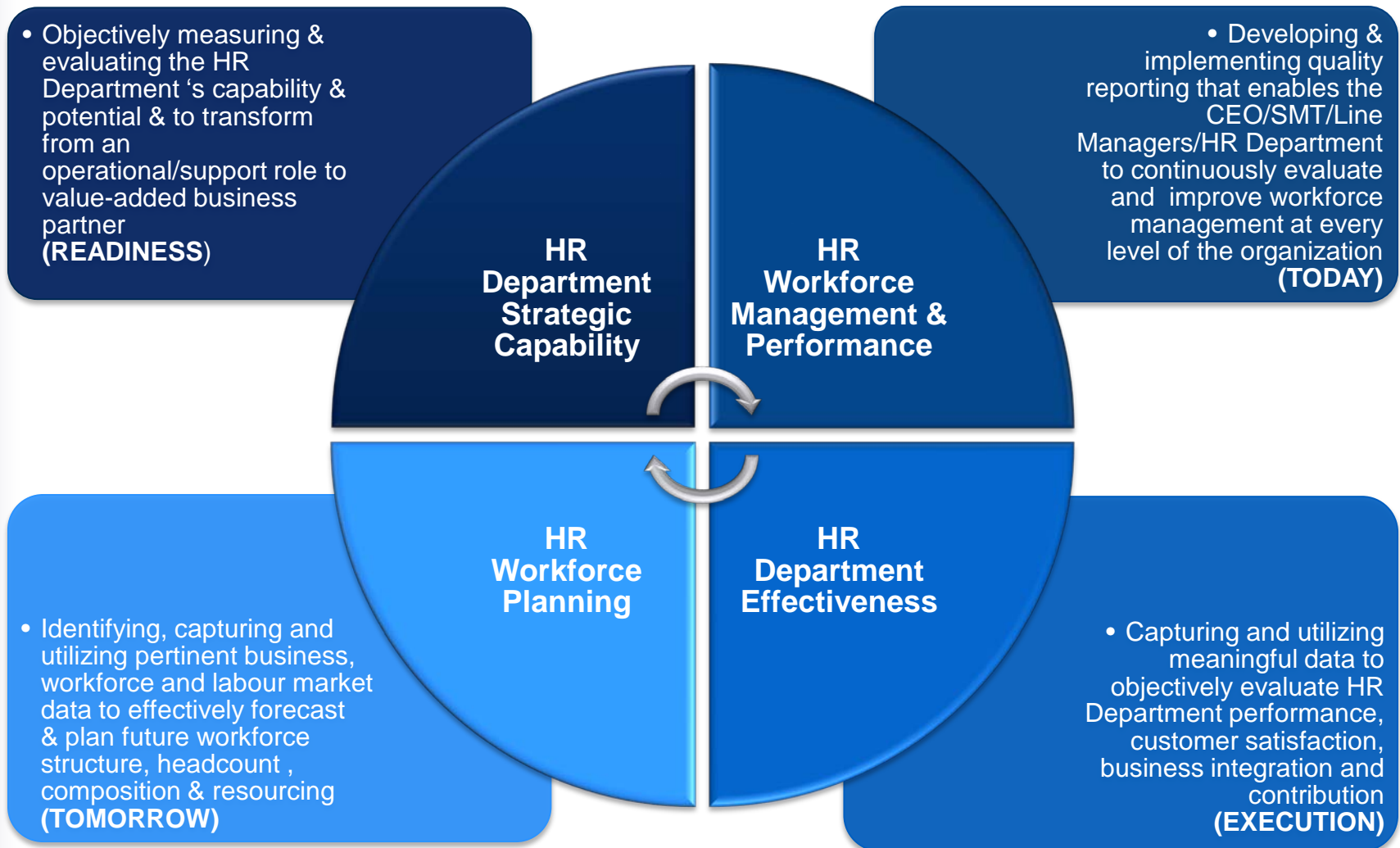
## Key Content



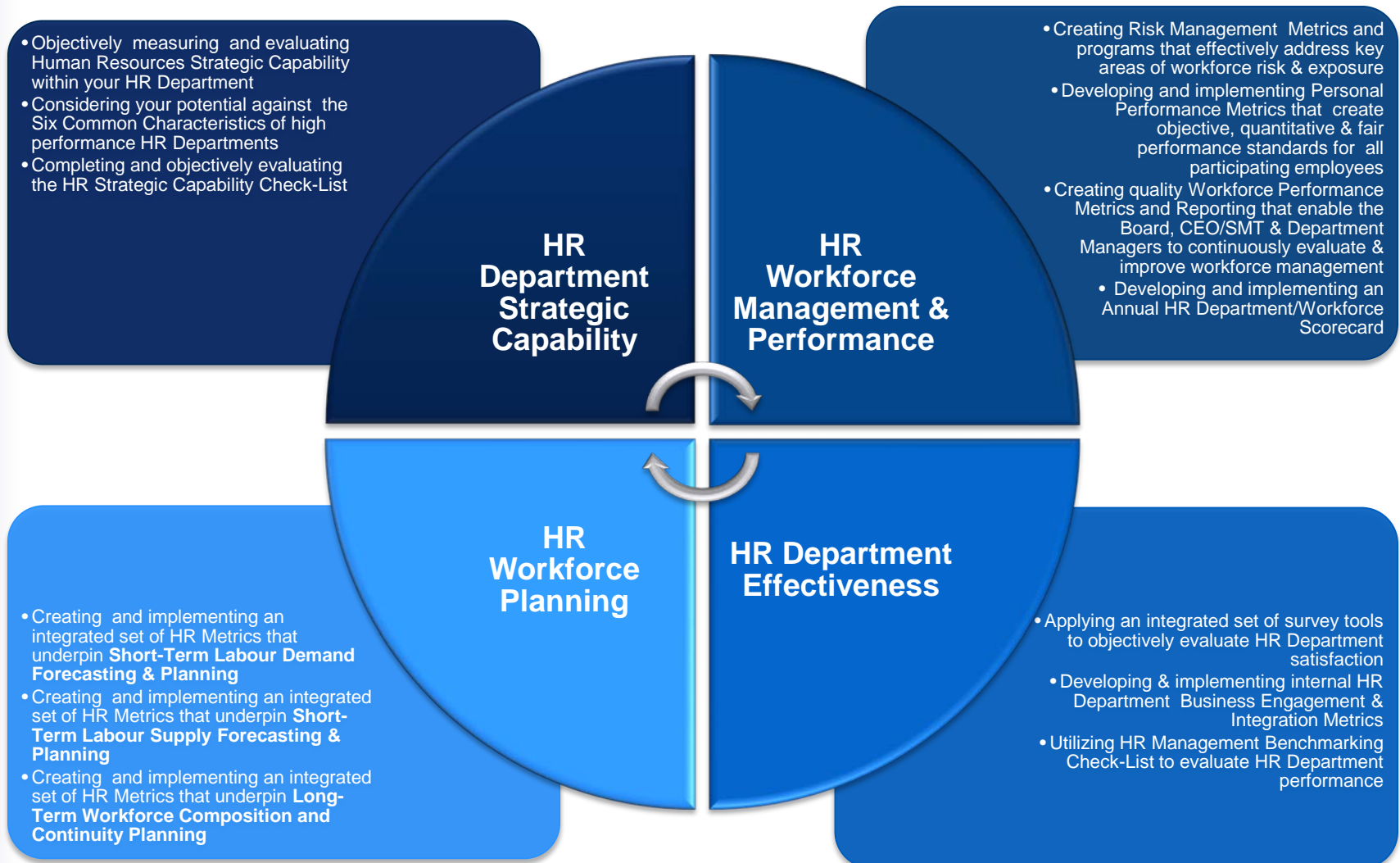
- Detailed guidelines & instructions
  - Process mapping
- Reporting methodology & logic
- Template Job Family Labour Demand & Supply Excel Spreadsheets



# Our Analytical HR Management Model



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# Our Analytical HR Management Model



# Our Workforce Planning Methodology

## Workforce Demand & Supply

## Workforce Composition & Continuity

Requires Significant Business Input

Requires Significant HR Department Input

### Environmental Scanning

- Analysing immediate factors effecting future workforce demand
- Analysing immediate factors effecting future workforce supply

### Environmental Scanning

- Analysing long-term demographic, attrition & resourcing factors impacting upon workforce composition and continuity

### Scenario Planning

- Developing "micro-level" workforce headcount scenarios
- Developing "micro-level" workforce resourcing scenarios

### Scenario Planning

- Developing macro-level workforce demographic, attrition & resourcing scenario plans

### Workforce Demand & Supply Forecasting

- Projecting future workforce headcount & structure
- Projecting future workforce resourcing capability & risks

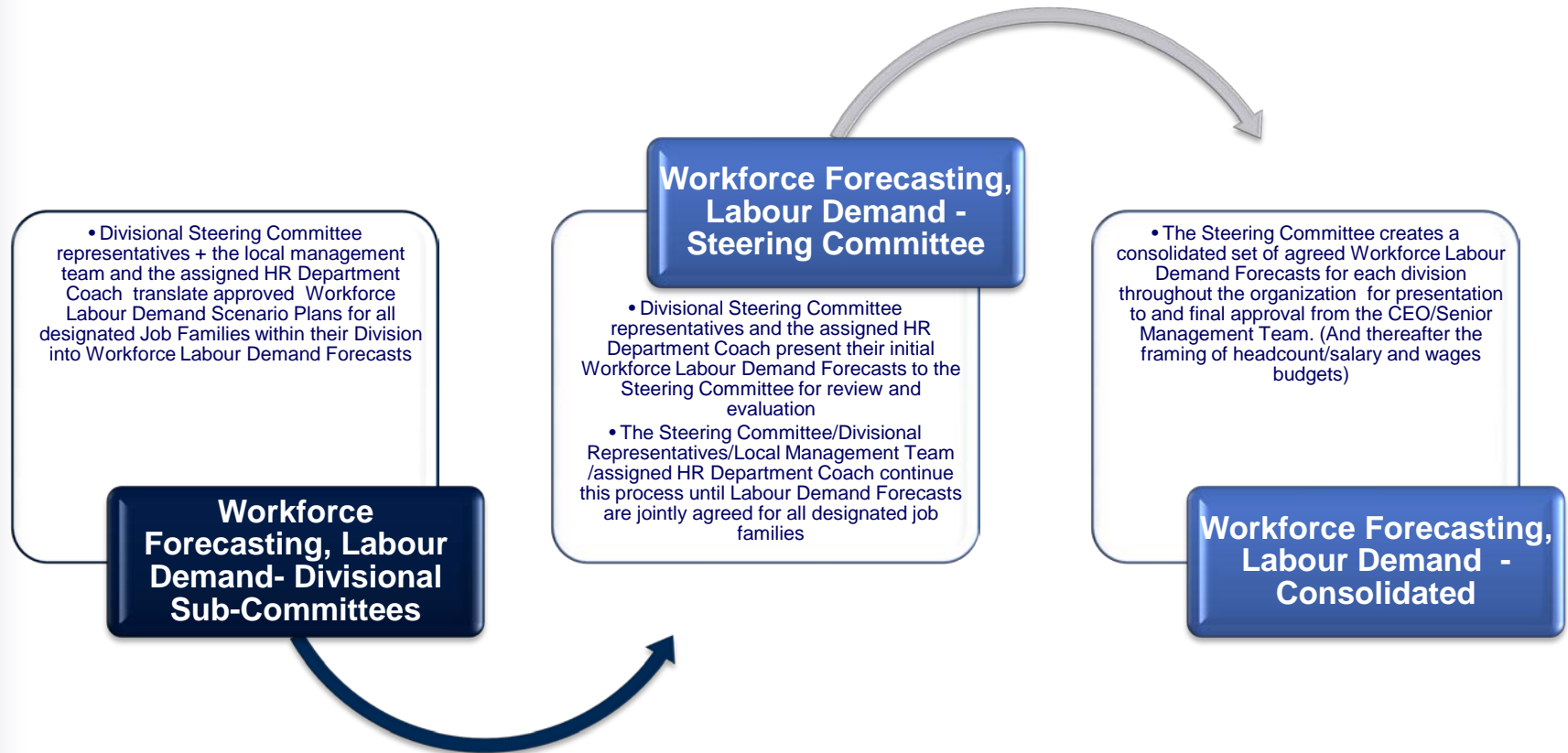
### Workforce Composition & Continuity Strategy

- Developing and implementing long term composition and continuity strategies and programs

Short - Term (Generally 1 to 3/5 years)

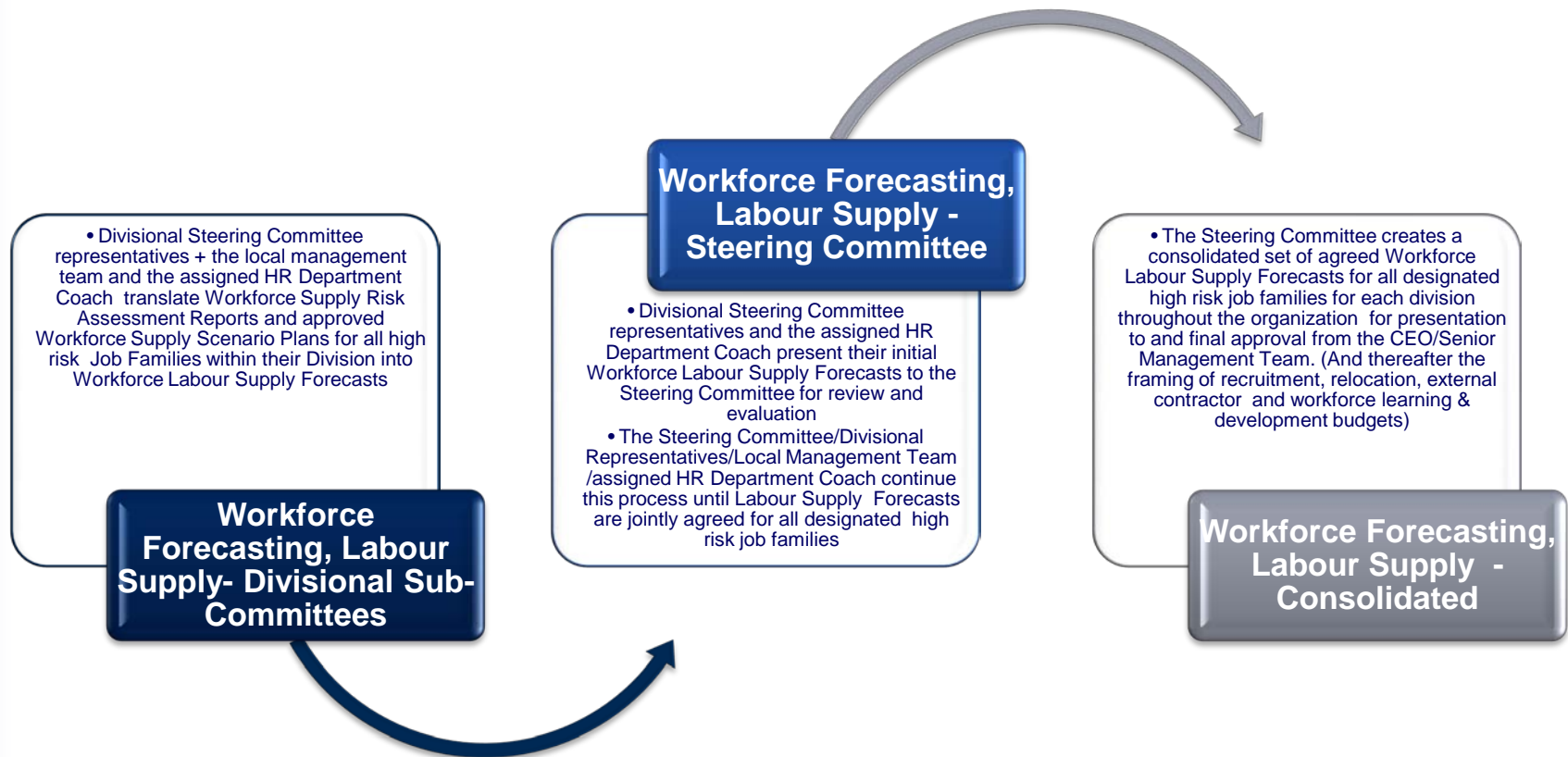
Long - Term (Generally 5 to 10 Years)

# Key Components – Sample Labour Demand Forecasting



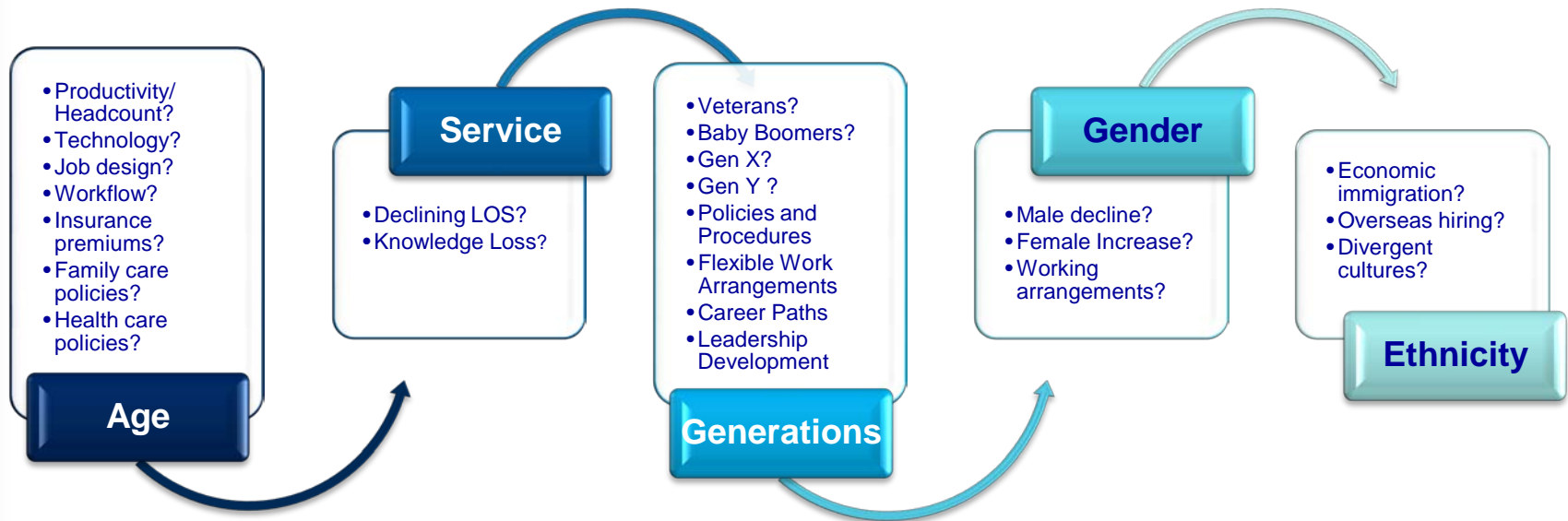
**How many people does your organization need?**

# Key Components – Sample Labour Supply Forecasting



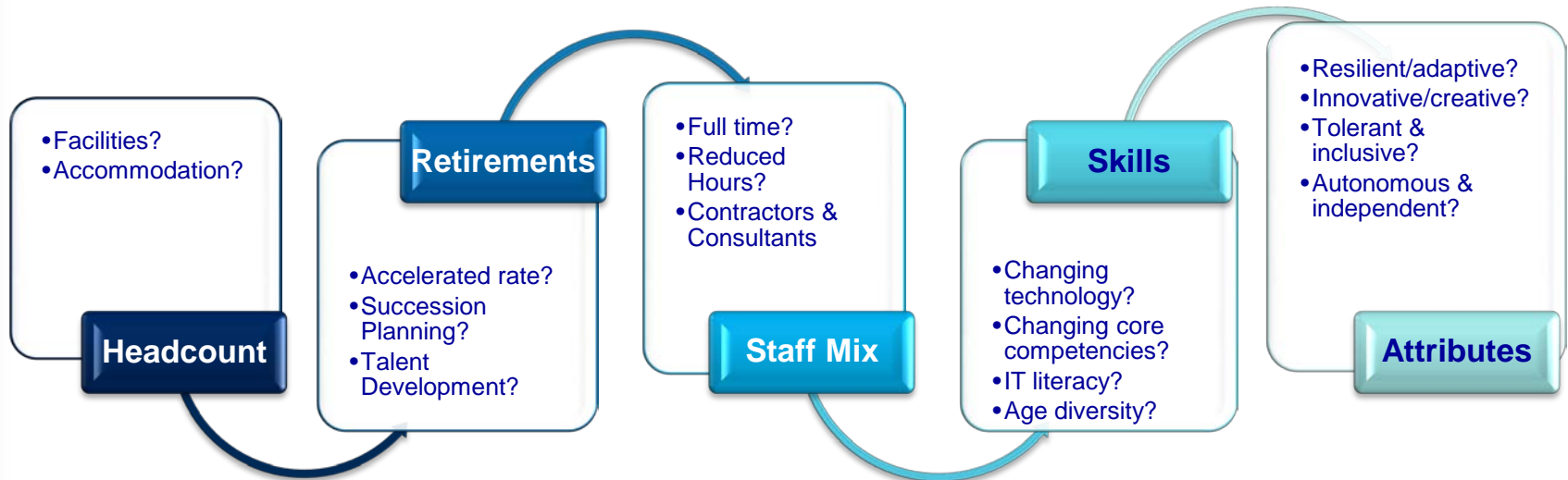
**How many people can your organization find?**

# Key Components - Sample Composition & Continuity Planning



**What are the long-term endemic issues that must be identified and satisfactorily addressed?**

# Key Components - Sample Composition & Continuity Planning



**What are the long-term endemic issues that must be identified and satisfactorily addressed?**

# Key Components - Sample Labour Forecasting Excel Spreadsheets

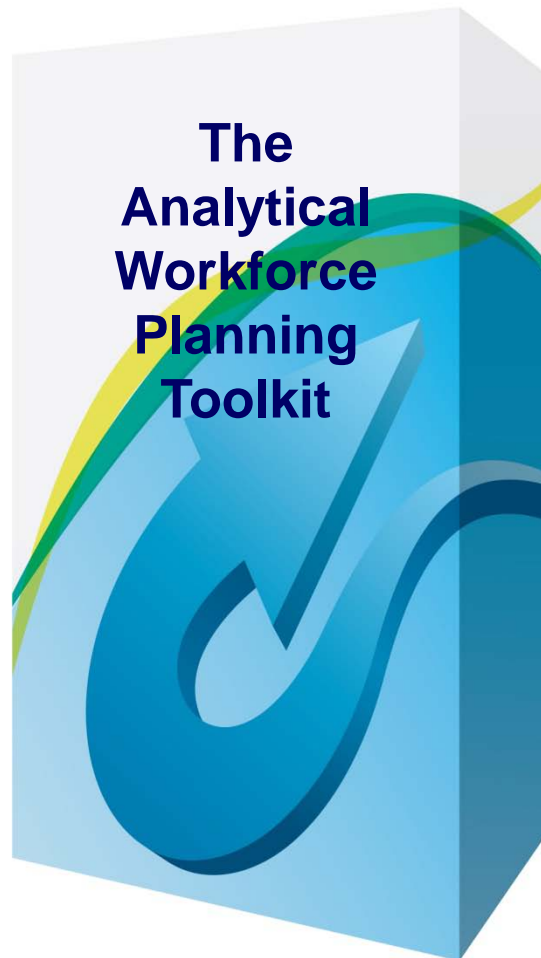
## WORKFORCE PLANNING DESIGNATED JOB FAMILIES

Division:  
Prepared by: Workforce Planning Committee  
Date Prepared: 31st December 2009

JOB FAMILY	FYE	LABOUR DEMAND FORECAST									LABOUR SUPPLY FORECAST								
		Approved Head Count Previous FYE (FTEs)	Projected Filled Positions @ FYE (FTE's)	Projected Outstanding Positions @ FYE (FTE's)	Impact of Demand Factors		Projected Positions Required By End Of Next Financial Year	Projected Headcount By End Of Next Financial Year	Impact of Replacement Factors	Total Positions Required By End Of Next Year	Projected Positions To Be Filled		Projected Low Risk Cost Hires		Projected Medium Risk Cost Hires		Projected High Risk Cost Hires		Projected Unfilled Positions (Otime & Casual Hours)
		Nbr	%	+/-	+/-	+/-	Nbr +/-	Nbr	Nbr	+/-	Internal	External	Ent Lvl Hires	Loc Hires	Nat Hires	Imm Hires	Int Hires	Ext Cont Hires	
Engineers	2010	30.00	95.00%	1.5	2.0	3.0	6.5	35.0	5.5	12.0	2.0	10.0		3.0	3.0			4.0	
	2011	35.00	95.00%	2.0	1.0	2.0	5.0	38.0	6.5	11.5	4.0	7.5		4.0	3.0			0.5	0.0
	2012	38.00	95.00%	2.0	1.0	1.0	4.0	40.0	7.0	11.0	6.0	5.0		5.0					0.0
	TOTALS			5.5	4.0	6.0	15.5	113.0	19.0	34.5	12.0	22.5	0.0	12.0	6.0	0.0	0.0	4.5	0.0

*Insert as many Job Families as you like by designated Division. Create comprehensive Labour Demand/Supply forecasts*

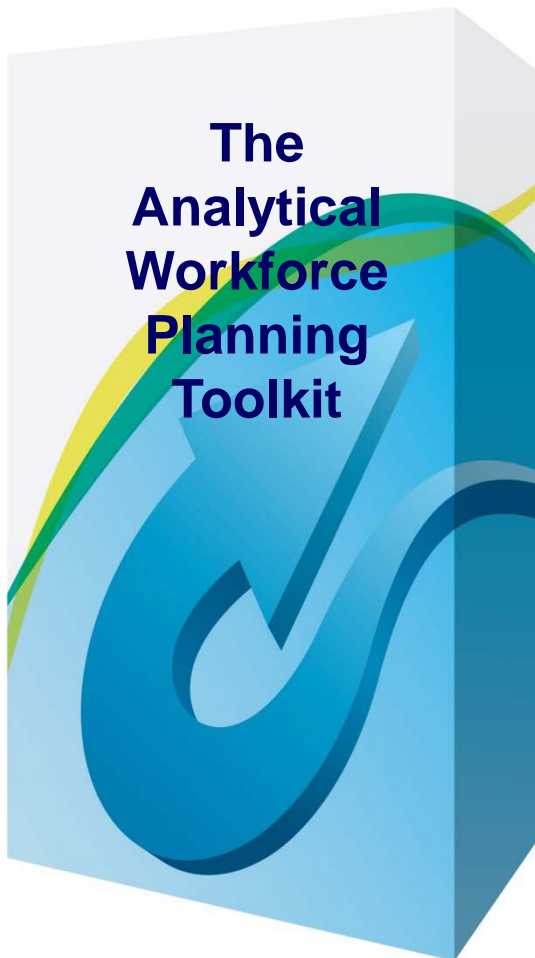
# Your Investment



You can purchase the Analytical Workforce Planning Toolkit as a stand-alone product for just AU\$699

Alternatively you can purchase the annual subscription/update service for just AU\$849

## Placing Your Order



Please visit the HR DIY Shop on our website where you can order and pay on-line using PayPal, or request an invoice be sent to you.

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Bridgestone	Kalari Australia	Ripcurl	VIP-163 China
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City of Hurstville	RSSC	Simplot Australia	Bell Equipment
Coffs Harbour City Council	Municipal Association Victoria	Smollan Group	Heineken
Cricket Australia	Nelson City Council	Solid Energy	Koforidua University

# Authored by Stephen Moore - Founder & Managing Director, Optimum Performance



Stephen Moore is a senior Human Resources professional who has spent more than 30 years in HR Management, initially as a corporate executive in a range of blue-chip organizations and since 1995 as the Founder & Managing Director of his own consulting practice.

Stephen is passionate about Analytical HR Management and in his current role has built an extensive client base that incorporates private and public sector organizations throughout Australia, New Zealand, Fiji, Hong Kong, Singapore and more recently South Africa and Malaysia.

He is a regular speaker at major Human Resources conferences and events and has written and published an extensive range of HR Metrics Manuals and Toolkits that have been utilized by a diverse range of organizations in all parts of the world.

Complimenting his extensive consulting work, Stephen has partnered with leading Human Resources institutes, employer associations, universities and public sector authorities in delivering a wide range of HR conferences, development programs & public training workshops to in excess of 5,000 Human Resource professionals

Stephen is a regular visitor to the USA where he has previously bench-marked with pre-eminent organizations including Harley-Davidson, FedEx, NASA, Cisco, Aon Corporation and Marriott Hotels

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