

Long-Term Workforce Planning Document

1. Executive Summary

This document outlines the strategic workforce framework for the next five years, aligning organizational goals with proactive talent planning. It identifies future workforce needs, gaps, and recommendations to ensure sustainable business growth.

2. Objectives

- Anticipate changing workforce requirements based on business strategy.
- Identify current and future skills gaps.
- Align talent acquisition and development with long-term objectives.

3. Organization Overview

Current workforce size: 210 employees

Departments: Operations, Technology, Customer Service, Marketing, HR

Business priorities: Digital transformation, market expansion, service innovation

4. Workforce Analysis

4.1 Current Workforce Profile

- 70% full-time employees, 30% contractors
- Average tenure: 3.4 years
- Diversity: 48% female, 52% male; 22% under 30 years old, 16% over 50

4.2 Future Workforce Needs

- Expand technology team by 25% to support digital initiatives
- Upskill 40% of staff in data analytics and AI tools
- Increase remote work capabilities and flexible staffing models

4.3 Gap Analysis

- Limited internal digital expertise
- High turnover in entry-level operations roles
- Underrepresentation in key diversity groups

5. Action Plan

1. Implement talent development programs for critical digital and leadership skills.
2. Enhance recruitment strategies targeting emerging skill areas and diverse talent pools.
3. Introduce mentorship and succession planning frameworks.
4. Monitor workforce metrics quarterly and adjust forecasts annually.

6. Monitoring & Review

- Key performance indicators: skill gap closure rate, internal mobility rate, diversity targets.

- Review progress with leadership biannually.

7. Approval & Revision

Approved by: Chief Human Resources Officer

Date: 2024-06-15

Next review date: 2025-07-01

Important Notes

- Long-term workforce plans should be flexible to accommodate business changes.
- Regular data analysis is crucial for tracking progress and adjusting strategies.
- Stakeholder engagement enhances plan relevance and buy-in.
- Integrating diversity and inclusion goals strengthens workforce resilience.