

Long-Term Workforce Planning Format

1. Document Information

Department/Unit	
Prepared By	
Date	
Planning Period	

2. Strategic Objectives

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3. Current Workforce Profile

Role/Position	Number of Employees	Key Skills	Average Tenure	Notes

4. Future Workforce Needs

Role/Position	Projected Need	Required Skills	Timeframe	Rationale

5. Gap Analysis

Role/Skill	Current Supply	Future Demand	Gap/Surplus	Action Needed

6. Action Plan

Action/Initiative	Responsible	Timeline	Status

7. Review & Monitoring

- Review Frequency:

- Key Performance Indicators (KPIs):
- Responsible for Monitoring:

Important Notes

- This document should be updated regularly to reflect changing business needs and workforce dynamics.
- Workforce planning involves collaboration between HR, department managers, and leadership.
- Accurate data and forecasting are essential for effective long-term workforce planning.
- Include succession planning and upskilling strategies as part of workforce development.
- Ensure compliance with relevant labor laws and diversity, equity, and inclusion goals.