

Long-Term Workforce Planning Format

1. Document Information

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|-----------------|--|
| 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 |
|---------------|---------------------|------------|----------------|-------|
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4. Future Workforce Needs

| Role/Position | Projected Need | Required Skills | Timeframe | Rationale |
|---------------|----------------|-----------------|-----------|-----------|
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5. Gap Analysis

| Role/Skill | Current Supply | Future Demand | Gap/Surplus | Action Needed |
|------------|----------------|---------------|-------------|---------------|
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6. Action Plan

| Action/Initiative | Responsible | Timeline | Status |
|-------------------|-------------|----------|--------|
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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.