



Guidelines for Building your Workforce Planning Team

- It is important to ensure commitment from top management and leadership to lead the Workforce Planning process, ensure alignment with strategic directions, and hold managers accountable for carrying out Workforce Planning and using the results.
- Top managers can gain support by sharing their vision of the future organization and articulating how WFP will benefit the organization and individual employees.
- It is equally important to get buy-in from program managers who have much to gain from the benefits of WFP. Engage program managers by asking them to lead the WFP in their program areas.
- Line managers and employees who are involved in developing and implementing the strategic Workforce Planning process not only buy in, but also are in a position to promote the program with other line managers and employees.

Checklist for Building your Workforce Planning Team

My Workforce Planning Team/s include:

- A diverse mix of management and employees that represent various organizational levels, functional areas and locations.
- Line managers who oversee areas with critical hiring needs and/or retirement vulnerability will be involved in this Workforce Planning cycle.
- Line staff including both recent hires and those employees with more experience.
- Gender and racial mix.
- Multi-generational mix.
- Dedicated and knowledgeable staff – use the approach of the “best and the brightest” to select team members.
- Those with specific expertise needed to implement WFP – HR, IT, Finance.
- Union representatives, as appropriate.