

Workforce Planning Strategies by Focus Area

Focus Area	Strategies
Staffing	
Recruitment	<ul style="list-style-type: none"> Recruitment strategies (e.g., outreach, marketing, branding) to address anticipated vacancies on an organization-wide scale.
Assessment	<ul style="list-style-type: none"> Screening and selection strategies to improve the quality of candidate pools.
Retention	<ul style="list-style-type: none"> Retention strategies to prevent or mitigate turnover on an organization-wide scale.
Deployment	<ul style="list-style-type: none"> Organization redeployment strategies to take better advantage of staff knowledge, skills, and abilities.
Training & Development	<ul style="list-style-type: none"> Organizational training strategies to address new work requirements or business models.
Affirmative Action	<ul style="list-style-type: none"> Targeted recruitment strategies to build applicant pools from under-represented affirmative action classes.
Succession	<ul style="list-style-type: none"> Succession programs and strategies to build internal pools for anticipated vacancies.
Reduction in Force	<ul style="list-style-type: none"> Strategies to reduce the number of FTEs on an organization-wide scale.
Employee Performance Management	<ul style="list-style-type: none"> Performance management strategies to address new business drivers or deliverables. Organization-wide strategies for redeploying or removing underperforming employees.
Infrastructure	
Classification	<ul style="list-style-type: none"> Organization-wide job class allocation reviews to address changes in duties and responsibilities. Class establishment, revision, or abolishment proposals to address new business requirements.
Compensation	<ul style="list-style-type: none"> New or updated agency policies on salary setting, recruitment incentives, and retention incentives. Base salary and assignment pay proposals to address recruitment and retention issues.
Performance Incentive Programs	<ul style="list-style-type: none"> Performance incentive program proposals (for those with performance management confirmation) to improve organizational performance.
Statutes & Rules	<ul style="list-style-type: none"> Statute and rule proposals to remove performance obstacles.
Policies & Procedures	<ul style="list-style-type: none"> Internal policy and procedure changes to remove performance obstacles.
Collective Bargaining Agreements (CBAs)	<ul style="list-style-type: none"> CBA proposals to remove performance obstacles

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Organization Development	
Reorganization	<ul style="list-style-type: none"> Changes in reporting relationships and organization of work (e.g., distribution of specialists and generalists or use of overtime) to address changing business models, growth, or downsizing.
Work Process Redesign	<ul style="list-style-type: none"> Redesign of workflows and work methods to address changing business models.
Culture	
Values	<ul style="list-style-type: none"> Establishment of values, core competencies, and other behavioral standards. Scheduling training, events, and other activities to reinforce expectations.
Diversity	<ul style="list-style-type: none"> Identification of key demographic issues affecting business performance. Scheduling training, events, and other activities to build knowledge (awareness) and skills (customer relationship and interpersonal).
Change Management	<ul style="list-style-type: none"> Strategies for managing perceptions, attitudes, and behaviors during times of significant internal or external change.
Employee Engagement	<ul style="list-style-type: none"> Strategies for encouraging employee ownership in the success of the organization.
Risk Management	
Critical Incident Preparedness	<ul style="list-style-type: none"> Plans, procedures, and training to mitigate natural and man-made disasters (e.g., earthquakes, floods, power outages, pandemic flu, and building fires).
Workplace Violence	<ul style="list-style-type: none"> Plans, procedures, and training to prevent workplace violence.
Workplace Safety	<ul style="list-style-type: none"> Plans, procedures, and training to mitigate workplace safety hazard risk.
Employee Health & Wellness	<ul style="list-style-type: none"> Plans, procedures, and training to promote employee health and wellness.
Employment Litigation	<ul style="list-style-type: none"> Plans, procedures, and training to mitigate exposure to employment claims and lawsuits.