



What is Workforce Planning?

6 Strategic Steps for Success

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THREE: Collect Data and Analyze

If your organization doesn't already use some type of skills analysis to define attainable company goals, there is little chance for efficient growth. In order to begin activities that prepare staff to meet company goals effectively, managers and other leaders need the knowledge and tools to keep everyone on track. It's important to have an ongoing record of each employee's current skill set, continued learning activities and progress in order to analyze the effectiveness of continued learning activities.

FOUR: Align Training with Corporate Goals

Once you have clear data about the skills of your workforce and the skill gaps that exist relative to your company goals, you can create a plan for training and continued learning initiatives that makes sense. In order to grow your organization's core competencies, you'll need a successful competency-based training program. There are several ways to bring staff up-to-date on skills, but it's important to choose a learning structure that is sustainable for the various types of employees within your organization.

Most employees work full-time, have families and other responsibilities. Many times, in-person courses or other types of learning environments that may work for someone like a college student are simply out of the question for staff members. One of the most logical and easy ways for employees to learn new skills is by implementing an e-learning platform.

With a competency-based learning system, staff can learn at their own pace and meet realistic goals. An online learning platform that is accessible from any device is a flexible option that will provide the best user experience possible. This alternative to traditional learning will keep employees motivated to learn and progress.

FIVE: Plan for Retirement and Succession

An important piece of workforce planning is anticipating promotions and departures. Keeping the right people and the top talent is a huge factor in an organization's success. It's important to sit down with key staff who exhibit [leadership skills](#) and talk with them frequently about their future with the company.



Depending on their job type, staff are more likely to work harder and more efficiently toward company goals when:

- They feel like they can expect a raise in the near future.
- They feel like they're on track to be promoted.
- They are given added responsibilities or a team to manage.

In addition to locking in top talent, it's also important to plan for new hires to fill skills gaps and to replace the positions of those who are promoted.

SIX: Develop a Customized Strategy

With these strategic workforce planning best practices in mind, you now have a framework for success. However, each organization is different. Having a model to start with is important but you should really take elements of these best practices, find out what works for your company, and make it your own. Strategic workforce planning is an ongoing, multifaceted process that will need to be regularly tweaked as changes are made within your organization. Use these guidelines as a blueprint for your own strategic workforce plan.

About Avilar

Avilar – The Competency Company™ is a leader in workforce planning and development with web-based competency management and learning solutions for corporations, government, and non-profit organizations. Formed in 1997, Avilar was a pioneer with its award-winning WebMentor™ product line and has built itself on the basis of superior customer service and highly adaptable product design.

Avilar consultants are recognized as industry thought leaders and have decades of experience in implementation and analysis. Let Avilar help you transform your organization from ordinary to extraordinary.

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