Workforce Action Plan Template

**Plan Type:** (Insert What Plan Is for Here)

**Current:** (Insert Month & Year Here)

|  |  |
| --- | --- |
| ISSUES | COMMENTS |
| 1 | Insert the current situation and issues which you would like to resolve |
| 2 | (e.g., The business has relocated, is well resourced but at an awkward phase in its development – risks need to be taken for growth to be achieved – need additional staff to grow the business further) |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

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**Plan Type:** (Insert What Plan Is for Here)

**Future:** (Insert Dates for Planned Objectives to be Completed)

|  |  |  |
| --- | --- | --- |
| N0. | OBJECTIVES | MEASURES OF PERFORMANCE |
| 1 | Insert the objectives which you would like to achieve based on the issues listed above | Insert the measurements which will be used to assess whether the objectives have been successfully achieved |
| 2 | (e.g. need another admin support person and a full-time sales resource) | (e.g. Ratios of labor costs to sales around 22%) |
| 3 |  |  |

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**Strategy for Achieving Objectives**

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| --- | --- | --- | --- |
| STRATEGIES | STEP BY STEP PLAN | DUE DATE | NAME |
| Insert Each of the Objectives Which You Listed Above | 1. Break down each objective into clear and ordered steps that need to be taken to achieve the objective that you have set. | Insert the date by which each step should be completed | Insert the person(s) responsible for completing each step |
| E.G. Release Managing Director from Admin Work | 1. Complete a plan to identify what tasks could be completed by an additional administration support person – document these 2. Build a consistent level of work every month to cover all constant overheads then accelerate growth with additional growth in staff 3. Produce Job Description and Person Description for new employees 4. Begin recruitment process | (e.g. Ratios of labor costs to sales around 22%) |  |
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