

A smiling man with dark curly hair, wearing a blue shirt and an orange safety vest, standing in a factory setting. The background is slightly blurred, showing industrial equipment.

Three steps to creating a successful workforce plan

What is a workforce plan?

A workforce plan is the result of a core staffing evaluation process. It combines talent strategy and change management with your business goals. As your organisation develops and grows, so will your workforce.

Understanding the staffing needs of your organisation can make all the difference. By examining your current workforce, you can identify any skills gaps or demand for more workers.

Why create a workforce plan?

- ✓ Reduce labour costs
- ✓ Identify issues before they arise
- ✓ Improve employee satisfaction
- ✓ Maximise productivity
- ✓ Have access to essential data
- ✓ Track your workforce strategy success



Starting your workforce plan

We've put together three steps you need to take to create a robust workforce plan.



Step 1 – Analyse

It's important to get to the core of your business and analyse what you have on your staffing toolbelt.

You can do this by analysing your organisational goals and current workforce assets.

Organisational goals x current workforce assets

Organisational goals

This is your starting point; you need to know where your business is going. These are your company's strategic objectives.

Outline your expected outcomes to guide your employees in the right direction, and you'll gain a clearer picture of which areas will need further support.

Current workforce assets

Consider your organisational structure and map out a profile for each worker.

Assess your current workforce by answering the following questions...

- ? How many employees do you have?
- ? Who are your current employees?
- ? What skills do they have?
- ? What views do your employees have towards your company?



Step 2 – Identify

Now that you understand where your organisation is going and how to get there, it's time to identify any gaps.



Determine future workforce needs

- ✓ Opportunities to upskill current employees
- ✓ Skills needed to be sourced externally
- ✓ Identify scenarios that might change the organisation's requirements

The Indeed Flex Data Visualisation Tool

The Data Visualisation tool is a completely customisable reporting program shaped to your needs. This is invaluable for workforce planning – it does a huge portion of the work for you.

Predictive analysis and business intelligence

Gain valuable insights into shift performance to map out future shifts ahead of time. You can also examine behavioural trends to further understand how you use the platform.



Step 3 - Implement



Use the data you've accumulated in Steps one & two, and you're you'll have a solid workforce plan. Develop a plan of action from this information with elements of adaptability.

It's important to track the progress of your plan to ensure its success. This will allow you to make any necessary adjustments and will help you further understand the strength of your workforce strategy.

You can use the reporting and analytics tools on the Indeed Flex platform to access live data and download reports when you need them.

Need more staff?

Utilise the Indeed Flex marketplace to fill any shift gaps once you've laid out your workforce plan.

According to our platform data, by posting 4+ weeks in advance, you can post 2 times the volume and reach up to 30% higher fulfilment. You also have the option to cancel any shifts if you don't need them later down the line, allowing you to be agile.



Make an offer

Offer the job to the best workers
on Indeed Flex

[Post to Indeed Flex](#)

Do you need some extra help or advice?

Indeed Flex can give you the resources and information you need to optimise your workforce planning.

Interested in learning more ?

Book a meeting with one of our experts to discuss how Indeed Flex can help you with your staffing needs today.



We provide nationwide coverage across the whole of the United Kingdom



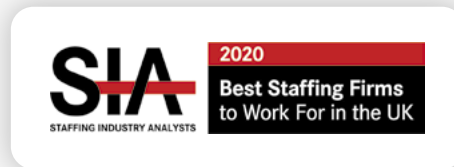
Email us

ukpartnerships@indeedflex.com



Call us

0203 880 6955



indeed flex

ukpartnerships@indeedflex.com | 0203 880 6955 | indeedflex.co.uk



Indeed Flex | One Smart's Place, 1st Floor, London, WC2B 5LW