

Home > Workforce management > Strategic workforce planning > Tools and resources to implement the strategic workforce planning framework

# Tools and resources to implement the strategic workforce planning framework

## On this page

[Writing a strategic workforce plan](#)

[Resources for 'Align' stage](#)

[Resources for 'Compare' stage](#)

[Resources for 'Identify' stage](#)

[Resources for 'Implement' stage](#)

[Resources for 'Review' stage](#)

[Case studies](#)

We have several tools and resources to help you navigate and implement your strategic workforce planning process. They have been designed to help you put the process outlined in NSW Government Strategic Workforce Planning Framework into action.

## Writing a strategic workforce plan

These resources were developed to guide you in writing your own strategic workforce plans.

### **[Strategic workforce plan template \(.docx\)](#)**

Use this template to develop your own organisation's plan and support your strategic workforce planning process.



**[Example plan - NSW Public Service Commission Strategic Workforce Plan 2022-2025 \(.pdf\)](#)**

Using the template and outputs from a strategic workforce planning process, this plan contains information about workforce initiatives, supporting research and analysis and how the plan aligns with organisation's context and strategic objectives.

**[Example 'plan on a page' - NSW Public Service Commission Strategic Workforce Plan 2022-2025 \(.pdf\)](#)**

Based on the example plan above, this is a high-level summary of trends, future capabilities required and workforce strategy.



## Resources for 'Align' stage

The 'Align' stage will assist you in understanding longer-term organisational priorities and goals, so workforce planning strategies are designed to deliver them.

**[Tool: 'Effective communication' \(.ppt\)](#)**

This tool provides guidance on understanding your stakeholders and how to effectively engage them with the strategic workforce planning process.

**[Case study](#)**

Sector example of how to align organisational strategy and strategic workforce planning priorities.



## Resources for 'Compare' stage

The 'Compare' stage will help you consider current and future workforce needs and create plausible scenarios.

**[Tool: 'Environmental scanning' \(.ppt\)](#)**

This tool provides guidance on choosing the right type of workforce data, undertaking environmental scanning and assessing the impact of future trends on the workforce, to identify future workforce requirements.

**[Fact sheet: 'Labour market data' \(.PDF\)](#)**

This fact sheet provides in-depth definitions for the components of a labour market analysis and recommended resources for labour market data and trends.



**Case study**

Sector example of how to compare options to achieve outcomes



## Resources for 'Identify' stage

The 'Identify' stage will help you brainstorm initiatives to close gaps between current and future workforce taking capability and capacity into consideration.

**Tool: 'Identifying workforce initiatives' (.ppt)**

This tool will help you identify and prioritise workforce initiatives, based on their scale of impact and effort to implement.



**Case study**

Sector example of how to identify strategic workforce planning gaps.



## Resources for 'Implement' stage

The 'Implement' stage will assist you to define and implement actions to address workforce gaps while managing any associated risks.

**Tool: 'Considering workforce strategies' (.ppt)**

This tool helps you consider which workforce strategies will have a positive and sustainable impact on your workforce and enable your organisation to achieve strategic objectives.



**Case study**

Sector example of how to develop and implement a plan



## Resources for 'Review' stage

The 'Review' stage is about monitoring, evaluating and revising strategies as needed.

**Tool: 'Monitoring and reviewing strategic workforce planning' (.ppt)**

This is a template that allows you to monitor the progress and impact of strategic workforce planning actions, and evaluate and revise priorities.



**Case study**

Sector example of how to monitor, evaluate and review



## Case studies

See how some NSW Government agencies have used the strategic workforce planning framework in practice.

### Riverina Murray region Aboriginal workforce strategy

Learn how the Department of Regional NSW, Riverina Murray Aboriginal Workforce Strategy working group and the local Aboriginal community worked together on a cross sector strategy for Aboriginal employment.

**[Riverina Murray Aboriginal workforce strategy - illustrative rich picture \(.PDF\)](#)**



**[Riverina Murray region Aboriginal workforce strategy - text version \(accessible\) \(.docx\)](#)**



### New England North West regional workforce strategy

Learn how the Department of Regional NSW, New England North West Regional Leaders Network and the Regional Leaders Executive worked together on a strategic plan for their workforce in regional NSW.

**[New England North West regional workforce strategy - illustrative rich picture \(.PDF\)](#)**



**[New England North West regional workforce strategy - text version \(accessible\) \(.docx\)](#)**





### Questions or feedback?

For all enquiries regarding these strategic workforce planning tools and resources, email the PSC's Workforce Strategy and Design team.

**[Get in touch via email](#)** →