

## Workforce development planning template

Key: H = High, M = Medium, L = Low

<b>Strategic imperative Plan- person responsible, deliverables and milestones</b>	<b>Sample Questions</b>	<b>Rate- relevance of each area (H,M,L)</b>	<b>Priority for your organisation (H,M,L)</b>	<b>Action</b>
<b>Retention and recruitment</b>	<ul style="list-style-type: none"><li>• Identify the ways/specific strategies the organisation uses to recruit new staff</li><li>• Identify the values/attitudes you look for in the recruitment process. Does staff reflect these values?</li><li>• Are there up-to-date, clear job descriptions for current and future staff?</li><li>• What retention strategies do the organisation have?</li><li>• Are there clear processes for interviewing applicants?</li><li>• Identify induction/orientation processes</li><li>• Identify performance management processes</li><li>• How are staff valued by management and the organisation?</li><li>• How do you measure worker well-being?</li><li>• Identify the function/availability of supervision in your organisation</li></ul>			

## **Organisational development**

- Ensure up-to-date organisational charts are accessible to all staff
- Identify and clearly articulate the systems in place for all aspects of service organisation and delivery
- Identify possible barriers to organisational change
- Memorandum of understanding in place with key agencies that the organisation works with
- In what ways is consumer and carer participation supported and incorporated into all aspects of staff development and service delivery?
- How is cultural competency supported and incorporated into all aspects of staff development and service delivery?
- Identify how your organisation caters to the cultural needs of its service users
- Identify ways in which the organisation is supported as a learning organisation?
- Is there good governance/leadership in place?

## **Professional development**

- Identify the learning and development opportunities for staff
- How do staff access learning and development opportunities?
- How does the organisation support staff to undertake training and development?
- What are the learning and development priorities for

staff/teams/organisation?

**Workforce development  
Infrastructure**

- Are there clear career pathways identified for all staff?
- What are the priorities for your organisation to ensure workforce development is able to be successful?
- Who is able to assist your organisation? What are the benefits to your organisation?
- Does your organisation have the capacity to collaborate or form partnerships with other organisations/stakeholders?
- What needs to happen at a system, organisation and team/individual level?

**Research and evaluation**

- What research and evaluation projects does your organisation participate in?
- How are staff involved in this process?
- How is knowledge shared and managed?
- How is quality/outcomes monitored in your organisation?
- Who is involved in evaluation of your services?
- Identify the priorities for your organisation in this area  
e.g. knowledge gaps