

The Center for Organizational Excellence, Inc. (COE) often hears from managers who need help conducting planning around their most valuable asset: their employees. Often organizations must conduct a workforce analysis and maintain plans that assess the impact of programmatic and environmental changes and forecast future needs. The process of determining how changing needs impact workforce and competency demands can be challenging.

What is Workforce Planning?

Assess and determine workforce requirements to drive decisions and achieve measurable results.

Workforce planning includes these services:

Develop Workforce Plans

COE develops a comprehensive profile of the current state of the organization's workforce. Staffing levels by job type, title, grade, geography, experience, age, and educational background are documented. Core work processes for each program area are analyzed and documented. We assess the current state against the projected future state to develop a workforce gap analysis and a recommendations report.

Conduct Environmental Scans

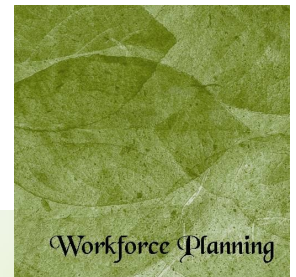
We conduct a thorough analysis of internal and external factors that will potentially impact your organization's mix of talent.

Conduct Benchmarking Studies

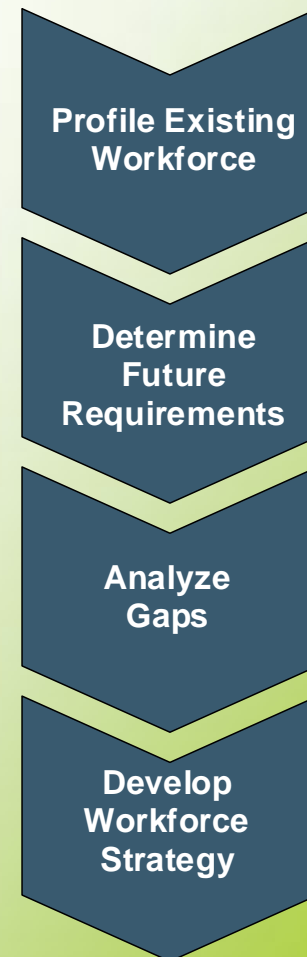
COE benchmarks the client organization against like organizations on critical workforce factors.

Develop Implementation Plans

We develop an overarching Implementation Plan that identifies how initiatives will be managed. We help the organization determine scheduling, budgeting, ownership, and important tracking metrics for each initiative.



How it Works



What can COE Offer?

COE has been helping government and private clients achieve their missions for almost 25 years. COE is highly experienced in conducting workforce planning and analysis, program evaluations and organizational effectiveness assessments, leading process improvement initiatives, developing strategic plans, and helping align organizational goals with individual performance to achieve mission critical results.

Our experience provides COE with the expertise to help your organization properly plan for workforce needs and competencies to ensure that you develop initiatives that drive results and align with your goals.

In the standard process for developing and implementing workforce planning initiatives, COE can:

- **Generate a profile of the existing workforce**, including grade level, education, occupation, longevity, attrition, etc.
- **Conduct a high level analysis of work processes** and productivity measures
- **Determine the organization's future state** focusing on future drivers that will have workforce implications
- **Identify labor market influences** to determine the impact of at-risk occupations, civil service reform, labor pool shifts, downsizing, and other factors
- **Conduct a benchmarking study** of key workforce and work process data
- **Develop a workforce plan** that identifies a set of workforce strategies that will optimize the organization's current and future workforce in terms of its structure, scope, competencies, capabilities, and performance

What are the Benefits?

- Alignment of workforce with organizational purpose and objectives
- Measurable improvements in workforce capacity
- A smarter, more focused approach to workforce management
- A systematic approach for solving workforce problems
- Clear line of sight between workforce plans and program, strategic, and budget plans
- Increase preparedness, promote a greater level of awareness, and create a more effective and efficient organization

For More Information Contact:

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