COURSE SYLLABUS

Federal Workforce Analysis and Planning Course (Self-Paced)

Build and implement a mission-aligned workforce plan by analyzing workforce data, identifying skills gaps, and developing strategies to recruit, retain, and deploy talent effectively.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-workforce-analysis-and-planning-course-self-paced



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Course Outline

Module 1: Introduction to Workforce Analysis and Planning

- Define workforce analysis and planning
- Describe the importance of workforce analysis and planning to accomplish an organization's business and mission
- Discuss the role of workforce analysis and planning in strategic human capital management
- Discuss OPM's Human Capital Framework in workforce planning
- Explain the role of data in strategic human capital management
- Describe the steps commonly used in workforce planning models

Module 2: Set the Strategic Direction

- Describe the strategic planning process
- Explain how agency strategic plans impact employees at all levels
- Identify key priorities that impact the workforce planning process
- Discuss how federal agencies as complex adaptive systems must deal with uncertainty

Module 3: Assess the Current and Future Workforce

- Define workforce supply analysis, workforce demand analysis, and gap analysis and the purpose of the information that results from them
- Identify types and sources of workforce supply and demand data available to agencies
- Interpret workforce supply and demand data to identify implications for workforce planning

Module 4: Develop an Action Plan

- Identify strategies to address identified skills gaps
- Identify factors that influence strategies

Module 5: Implement, Monitor, Evaluate, and Revise

- Identify key issues that help agencies ensure successful implementation of a workforce plan
- Identify the steps involved in evaluating and revising a workforce plan

- Identify key issues involved in determining whether to revise the workforce plan
- Identify data collection tools used to determine whether the workforce plan is achieving results