Federal Workforce Analysis and Planning Course

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 in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-workforce-analysis-and-planning

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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