

# Federal Workforce Analysis and Planning Course

Gain the skills to align workforce planning with your agency's mission by analyzing data and addressing skill gaps.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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

- Understand the purpose and benefits of workforce analysis in the federal sector.
- Review legal, policy, and strategic drivers for workforce planning.
- Identify key terms, concepts, and stages in the workforce planning process.

### Module 2: Set the Strategic Direction

- Align workforce planning with agency mission, goals, and priorities.
- Identify external and internal factors influencing workforce needs.
- Engage leadership and stakeholders in defining strategic workforce objectives.

### Module 3: Assess the Current and Future Workforce

- Analyze current workforce demographics, skills, and competencies.
- Identify workforce gaps, surpluses, and areas of risk.
- Project future workforce requirements based on mission and workload changes.

### Module 4: Develop an Action Plan

- Create targeted strategies to recruit, retain, and develop talent.
- Establish timelines, responsibilities, and resource requirements for workforce initiatives.
- Integrate succession planning and leadership development into the action plan.

### Module 5: Implement, Monitor, Evaluate, and Revise

- Put workforce strategies into action and ensure proper change management.
- Track progress using performance measures and workforce metrics.
- Evaluate outcomes and update the plan based on results and evolving needs.