

# 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://sdfm.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