

Workforce action plan template

Plan type: (insert what plan is for here)

Current: (insert month & year here)

Issues	Comments
1	Insert into this section the current situation and issues which you would like to resolve
2	(Eg. The business has relocated, is well resourced but at an awkward phase in its development – risks need to be taken for growth to be achieved – need additional staff to grow the business further)
3	
4	
5	
6	

Future

No.	Objectives	Measures of Performance
1	Insert into this section the objectives which you would like to achieve based on the issues listed above	Insert into this section the measurements which will be used to assess whether the objectives have been successfully achieved
2	(Eg. Need another admin support person and a full time sales resource)	(Eg. Ratios of labour costs to sales around 22%)
3		