## **Five Essential Steps to Human Resources Planning**

Human resources planning is the process of identifying current and future human resources needs. It involves securing the right people, building a supportive work environment and developing the capacity to ensure the organization's success and a confident future for the Public Service.

	STEP 1. Review Y	our Business Goals	
First you need to have a clear understanding of where your organization is headed.  ☐ Review the government's key priorities or emerging directions that could have an impact on your organization's mandate  ☐ Review your organization's business priorities, budget allocations and performance indicators			
	STEP 2. Scan the Environment		
Identify the external and internal factors that could affect your organization's capacity to meet its object         External Factors       Internal Factors         □ Labour market trends       □ Workforce composition (profile, trends, skills)         □ Current and projected economic conditions       □ Changes in policy platform, guidelines, program delivery, organizational structure         □ Technological advancements       □ Government-wide initiatives, such as diversity and employment equity; official languages; trailearning and development; values and ethics; workplace well-being			ofile, trends, skills) , guidelines, program lecture s, such as diversity ficial languages; training,
	STEP 3. Identify the Gaps		
Based on Step 1 and Step 2, determine your organization's current and future human resources needs.  ☐ Identify possible skills shortages in specific occupational groups or potential need for new skills ☐ Identify possible need for succession planning and management ☐ Ensure that you have met your obligations related to diversity and employment equity; official languages; training, learning and development; and values and ethics			
	STEP 4. Deve	elop Your Plan	
Based on steps 1 to 3, determine the major human resources priorities and the strategies you will use to achieve the desired outcomes.  ☐ Include human resources priorities and key planning issues in your organization's Report on Plans and Priorities ☐ Factor in budgetary considerations into your human resources plan ☐ Communicate your human resources plan to all employees and stakeholders and engage managers in its implementation			
	STEP 5. Measu	re Your Progress	
The human resources plan is an evergreen document. Key to successful implementation is constantly measuring, monitoring and reporting on progress, and responding to changing circumstances.  ☐ Ensure human resources performance measures are aligned with indicators in the Management Accountability Framework and the People Component of the same Framework  ☐ Establish a process that allows for regular review, adjustments and communication of changes			

