

WORKFORCE PLANNING SUMMARY



Workforce Planning:

As a HR partner to the CCJK executive team group, one of my tasks is to reduce the business strategy execution risks associated with the workforce capacity, capability and flexibility in CCJK.

The objective of this role is to be defined as follows as 5 “rights”. They are:

attract the right people, with the right skills and right price, at the right time and right place.

- The procedures of this program can be composed of the follows steps, they are:

Demand Analysis

Supply Analysis & Forecasting

Gap AnalysisThis item focuses on the questions:

- Where are the surpluses/shortages?
- What is driving the shortage/surplus? (Growth, resignations or business cut-off)
- Is the gap bigger when you consider skill changes?

Employee Descriptive Data

Employee Event Data - Rates of Change

- **Operational Data:**

Forecasting Rate Data

Voluntary termination

Involuntary termination

Our Services



Document Translation Services



Interpretation Services



Desktop Publishing Services



Video Translation Solutions

Leave of absence

Application for another position (internal filling rates)

Internal transfer rates

Forecast workforce data

Organization wide

Lines of business

Department(s)

Location

Job Family

Job

Position-by-position (or employee-by-employee)

Data produced in the forecast could include, for each time period, the following:

Workforce supply

Staff availability (current and forecast);

Movement forecast (i.e. anticipated promotion and transfers); and

Hiring trends and profile of new staff.

Workforce demand reporting viewed from any dimension where supported by data, such as

Our Services



Document Translation Services



Interpretation Services



Desktop Publishing Services



Video Translation Solutions

□ By job;

□ By job family;

□ Department; and

□ Location.

□ Gaps by:

□ Number of staff; and

□ Competencies.

□ Cost

□ Direct compensation and benefit costs;

□ HR program costs (e.g. training); and

□ Process Diagrams

Process Narrative

Output

Metrics

DEMAND SUPPLY GAP

Generation Ratio:

Silents & Boomers / Generation X&Y Career Path Ratio Absence Rate
(Overall & Unscheduled)

Net Hire Ratio Cost per Hire Available Workforce %

Our Services



Document
Translation Services



Interpretation
Services



Desktop
Publishing Services



Video
Translation Solutions

Net Hire Ratio:

Silents & Boomers / Generation X&Y Internal Placement Rate Cost of Turnover

Retention Rate Quality of Hire HR Staffing Rate

Span of Control Staffing Rate: <30 in Age Knowledge Transfer Efficiency

Staffing Age Profile Staffing Rate: Tenure 5 years Termination Rate <1 Year

Tenure Time to Fill

Workforce Metrics Framework

Governance

The following is an illustration of a governance structure:

In summary, the Workforce Planning is systematic governance and planning programs, All synergized efforts will be take into action in the implementation of a smooth and effective and efficient WFP.

More information on this topics, send your suggestions to hr@ccjk.com; our staff team will be glad to hear more from your feedback.

Thanks for your time.

Our Services



Document Translation Services



Interpretation Services



Desktop Publishing Services



Video Translation Solutions