Workforce action plan

The information you gather from doing workforce planning steps 1-3 and a workforce gap analysis will help to inform the development of your workforce  
action plan.

This template can help you document your workforce action plan.

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| **Workforce action plan** | | | | |
| **Business name:** | | | **Date:** | |
| **Issue/Need** | **Actions** | **Outcomes** | **Resources** | **Timelines** |
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