WORKFORCE RESET

A Playbook for Workforce and Employer Resilience

WORKFORCE PLANNING CHECKLIST

- [ ] Which workers are critical to business priorities?
- [ ] Who is directly linked to mission-critical products and services?
- [ ] Are there workers who have developed key relationships with suppliers or customers?
- [ ] Where might there be a surge in business activity that will demand more worker attention?
- [ ] How do workers work currently and how may that change? Look for opportunities to create a more robust workforce.
- [ ] Consider opportunities for people to work remotely or on rotations that allow for physical distancing.
- [ ] Job-share possibilities or varying shifts to accommodate workers who have family responsibili-ties.
- [ ] Cross-training as an important labour risk mitigation strategy. Can you pair up workers to help them take on tasks and responsibilities outside of their normal scope?
- [ ] Look for ways to reduce overhead/expenses and ways to economize workforce.
- [ ] Assess how worker skills/tools may have changed or need to change in order to be more responsive/generate more business/how will this training/tools be obtained/timeline/cost?

NOTES