



## Staff Workforce Planning Template

*This form can be completed by unit leaders to review ability to support flexible work arrangements.*

**Step 1a: Determine if and how work done onsite, remote, or a blend of both aligns with your unit’s mission, objectives, services, and service hours.**

Determining the strategic direction for your workforce model involves understanding your unit’s mission, objectives, services, and service hours, and how the workforce should be aligned to achieve them.

<p>What are your unit’s mission, objectives, services, and service hours?</p> <p>Are there any student experience, client, or key stakeholder considerations?</p> <p>Could a workforce that is onsite, remote, or blend of both support those needs?</p>	
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**Step 1b: Forecast your workforce needs to meet the unit’s mission, objectives, services, and service hours.**

Based on the above, assess if and how a Hybrid Workforce Model might address those needs.

Projected Workforce				
Based on key unit objectives and services, what is the appropriate workforce composition?	# and % of Staff Fully Onsite <i>(regular work is onsite)</i>	# and % of Staff Both Onsite and Remote <i>(regular work is both onsite and remote)</i>		# and % of Staff Fully Remote <i>(regular work is remote)</i>
List working titles of jobs that can effectively work in each designated workplace.	Fully Onsite	3+ days Onsite	1-2 days Onsite	Fully Remote
What are the benefits and challenges of this Hybrid Workforce Model?	Benefits		Challenges	



How will you address any challenges of a Hybrid Workforce Model?

**Step 2: Rethink staff’s work schedules and use of onsite space.**

If your future state Workforce Model includes staff working both onsite and remote:

- 1) Complete a Flexible Work Arrangement Suitability Assessment for each staff member that is interested in a flexible schedule.
- 2) Identify how to stagger staff work schedules to leverage the use of office space.
- 3) Note that staff and leaders must sign a Telework Agreement for all partial and fully remote employees. An agreement must also be completed for all flexible schedules.

Blended Workforce	For staff <b>not</b> working a traditional schedule onsite, indicate names and schedules. Schedules may need to be rotated and updated to maintain equity.						
	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
	Flexible Schedule (Describe below)						
Co-working Spaces Onsite	Based upon staff work schedule:						
	• How many offices/workstations do you currently have?						
	• How many offices/workstations can now be shared?						
	• How many hoteling workspaces are needed that are not assigned to specific employees?						
Technologies to support Hybrid Model	• How many offices/workstations do you no longer need?						
	<ul style="list-style-type: none"> <li>• What new or different technologies are needed to effectively support a hybrid workforce?</li> <li>• Do you have access to technology to ensure strong collaboration and communications?</li> </ul>						



**Step 3: For those leaders planning a hybrid workforce model, reimagine the employee experience and how to adapt as a leader.**

Leaders need to be intentional about how to build and maintain a collaborative and inclusive work environment regardless of where staff are working.

<p>Team Collaboration and Communication</p>	<p>What specific practices will you use to ensure the entire team collaborates and communicates?</p>
<p>Inclusion and Connectivity</p>	<p>What specific practices will you use to ensure all staff feel welcomed, engaged, valued and are treated equitably?</p>
<p>Team Resource Optimization</p>	<p>Are there processes, systems, tools, equipment, or training that could further enhance team performance in a Hybrid Workforce Model?</p>
<p>Leadership</p>	<p>What specific steps will you intentionally take to ensure you are effectively managing and leading in a Hybrid Workforce Model?</p> <p>How will you address performance issues if you identify concerns with employees who are teleworking? With employees who have a flexible schedule?</p>