Workforce Plan Template

The workforce plan summary document can be used to capture the final decisions made throughout the planning process. The document can be used internally by the steering committee to support implementation, and externally with additional stakeholders, funders, state officials, and others to share the community's vision and workforce development goals.

Your community may wish to produce a more detailed planning document in addition to or in place of the basic template, but this summary can be used to get your community thinking about what to include in a more detailed document. If you choose to compile a more detailed planning document, you might think about hiring a technical writer to ensure your message is clear and easy to understand as well as a graphic designer to make the plan visually appealing.

[County/Region Name] Workforce Plan

In this section, include an introductory paragraph or two detailing why the community developed a workforce development strategy, how the plan was developed, and who was involved. Feel free to add additional contextual information.

Industry and Community Needs Assessment Highlights

Write a summary paragraph and/or bullet points that highlight the key takeaways from the industry and community needs assessment completed as part of step 3 using the *Environmental Scan* worksheet.

Vision for Workforce Development in [County/Region Name]

Include the community's vision for workforce development developed in step 4. You may also choose to include additional text that further supports the vision statement.

Priorities, Action Items, and Responsible Parties for Workforce Development in [County/Region Name]

Insert a copy of the *Action Item Planning* worksheet, completed in step 4, or copy the table to your workforce plan document.

Plan Performance Indicators

Insert a list or table of the final performance indicators developed during step 5 by the steering committee using the *Implementation Tracking* worksheet.

Steering Committee Members

Include names from the *Steering Committee Planning* worksheet, identified in step 1, who helped develop the plan.

Georgia Power

Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA