# Workforce Planning Essentials



| Target Audience | Formats | Tuition | Length |
|---|---|---|---|
| HR practitioners | Virtual or in person | $600 | 4 hours |

## Overview

As agencies work to optimize resources, strengthen mission delivery, and improve operational efficiency, strategic workforce planning has become essential—not optional. Federal leaders are increasingly expected to use data to anticipate workforce needs, reduce skills gaps, and ensure the right talent is in the right place at the right time.

## Curriculum

Designed for human capital practitioners, workforce analysts, program managers, and leaders involved in workforce decisions, this course introduces the OPM Workforce Planning Model and federal requirements. Through hands-on work with workforce data, you'll learn to turn analysis into actionable insights, communicate workforce risks and opportunities, and support your agency's staffing plan submissions and updates.

## Course Benefits

By the end of the session, you'll understand each step of the workforce planning process and feel more confident applying the concepts in real organizational settings. OPM experts provide the frameworks, tools, and hands-on practice needed to understand current workforce dynamics and prepare proactively for future needs, strengthening support for agency human capital strategies, staffing plans, and mission-critical priorities.

This course is available for individual enrollment or can be delivered to agencies with the ease of government-to-government agreements. Contact our team to discuss the best option for your specific goals.

## At a Glance

### Sample Topics

- Aligning Planning with Staffing and Hiring
- Data Driven Human Capital Decisions
- OPM Workforce Planning Model
- Staffing Plan Requirements
- Workforce Planning Foundations
- Workforce Supply and Demand Analysis
- Workforce Risk and Scenario Planning

### Enrollment Types

- Individual
- Group

### Key Features

- Case study discussions
- Group exercises
- Real-world data application
- Streamlined procurement
- Subject expertise

**Learn more:** HRstrategy@opm.gov | opm.gov/training/workforce-planning