

**Excerpts from  
“Developing a Workforce  
Plan: Setting the Foundation”  
Training Presentation**

**Presented by**

CalHR's Statewide Workforce Planning and  
Recruitment Unit

# Establish Metrics

- Specific
- Measureable
- Achievable
- Realistic
- Time-Bound

# Communicate the Plan

- Plan to communicate to stakeholders about progress in a relevant and timely manner
  - Who needs to know what? How often? In what way?
  - Refer to Workforce Plan Template Appendix D (page 10)
- Keep department engaged
  - Share workforce and succession planning articles
  - Advertise professional development opportunities

# Implement the Plan

- Follow the Action Plan Benchmarks and Communication Plan you have developed for each initiative