



MYNDORE

EXECUTIVE SEARCH

RESOURCES FOR EMPLOYERS

Annual Workforce Planning Template

Purpose

This template supports organisations in planning workforce needs over a 12-month period. It helps align business objectives, capability requirements, and hiring priorities to reduce reactive recruitment and talent risk.

1. Business Context & Strategy

Planning Year:

Business Unit / Function:

Strategic Priorities for the Year

- Priority 1:
- Priority 2:
- Priority 3:

Key Business Changes Anticipated

(e.g. growth, restructuring, new markets, cost pressures)

2. Current Workforce Snapshot

Total Headcount:

Critical Roles Identified:

High-Risk Roles (attrition, scarcity):

Current Capability Strengths

-

Current Capability Gaps

-

3. Demand Forecast (Next 12 Months)

Planned Hiring

Role | Function | Timing | Reason (Growth / Replacement / New Capability)

Planned Role Changes

- Scope expansion
- Role redesign
- Upskilling required

Planned Reductions or Transitions (if applicable)

4. Supply Analysis

Internal Talent Availability

- Internal successors identified?
- Development required?
- Time to readiness?

External Talent Market Considerations

- Availability of skills
- Competitive intensity
- Location constraints

5. Risk Assessment

Key Workforce Risks

(e.g. attrition, skills shortages, leadership gaps)

Risk Impact:

Low / Medium / High

Mitigation Actions

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6. Hiring Prioritisation

Critical Roles (Must Hire)

Important Roles (Should Hire)

Deferred Roles (Nice to Have)

Rationale for Prioritisation

7. Budget & Resource Alignment

Approved Hiring Budget:

Expected Cost per Hire:

Internal vs External Hiring Mix:

8. Delivery Plan

Planned Hiring Timeline (Quarterly View)

Q1:

Q2:

Q3:

Q4:

Owners & Accountability

Role Owner:

HR / Talent Lead:

9. Measurement & Review

Success Measures

- Time to hire
- Quality of hire
- Retention (12 months)
- Performance outcomes

Review Cadence

Monthly / Quarterly

Myndore Insight

Effective workforce planning is not about predicting perfectly. It is about making informed choices, understanding risk, and staying ahead of talent constraints.