

Knowing your business and workforce

Use this questionnaire to reflect on your current business state and on your existing or future workforce. This information will provide key input to the workforce plan for your business.

Business strategy and direction – where are you going?

Questions	Responses
What are your business goals for the next three to five years?	
What are your key priorities for the next 12 months?	
How will you know if the business is successful?	
What are the key factors that will achieve business success?	
How will you measure success?	
What major obstacles will the business face while striving to reach these objectives?	
What will need to be changed or realigned to achieve business priorities?	
What are your workforce strengths and weaknesses that are likely to influence your business strategy and objectives?	
What are the most significant changes (recent or projected) in your business or workforce?	