# Why STEEP Analysis is Useful in Workforce Planning:

STEEP analysis provides a holistic view of the external environment, helping Committee of Management (CoM) to identify trends and changes that could affect their workforce needs.

1. **Future-Oriented:** By examining current and potential future trends, STEEP analysis helps the CoM to anticipate changes in workforce requirements, skills needed, and potential challenges.
2. **Risk Identification:** It helps identify potential risks or challenges that could impact the workforce, allowing for proactive planning and mitigation strategies.
3. **Opportunity Recognition:** STEEP analysis can reveal new opportunities for workforce development, training, or restructuring that align with emerging trends.
4. **Strategic Alignment:** It ensures that workforce planning aligns with broader environmental factors, leading to more robust and adaptable strategies.
5. **Informed Decision-Making**: By providing a structured approach to analysing external factors, STEEP analysis supports more informed decision-making in workforce planning.
6. **Adaptability:** Regular STEEP analysis helps the CoM to stay adaptable, allowing them to adjust their workforce strategies in response to changing external conditions.
7. **Scenario Planning**: The insights from STEEP analysis feed directly into scenario planning (as seen in the subsequent steps of your workforce planning tool), enabling more realistic and comprehensive future scenarios.

**Please note:** We have provided examples in the tables below as guidance. These examples should be deleted before finalising your document

# Step 1: STEEP Analysis

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| **STEEP Analysis Template: Research and Capture Internal and External Forces Impacting the Service** | |
| **Social** | e.g. Changing family structures or educational preferences |
| **Technology** | e.g. New educational technologies or communication tools |
| **External Factors** | e.g. Funding changes or economic conditions affecting enrolments |
| **Economics** | e.g. Changes in the local community or competitive landscape (i.e. other early childhood education and care services within your area) |
| **Policy** | e.g. New regulations, reforms or policies affecting early childhood education |

Utilising the content from the STEEP analysis, four scenarios will be developed. The committee may select its preferred future and plan for the transition to the service’s future workforce requirements. This planning may include improving the risks presented by the alternative futures not selected.

# Step 2: Alternative Futures Scenarios Development

For each scenario, detail:

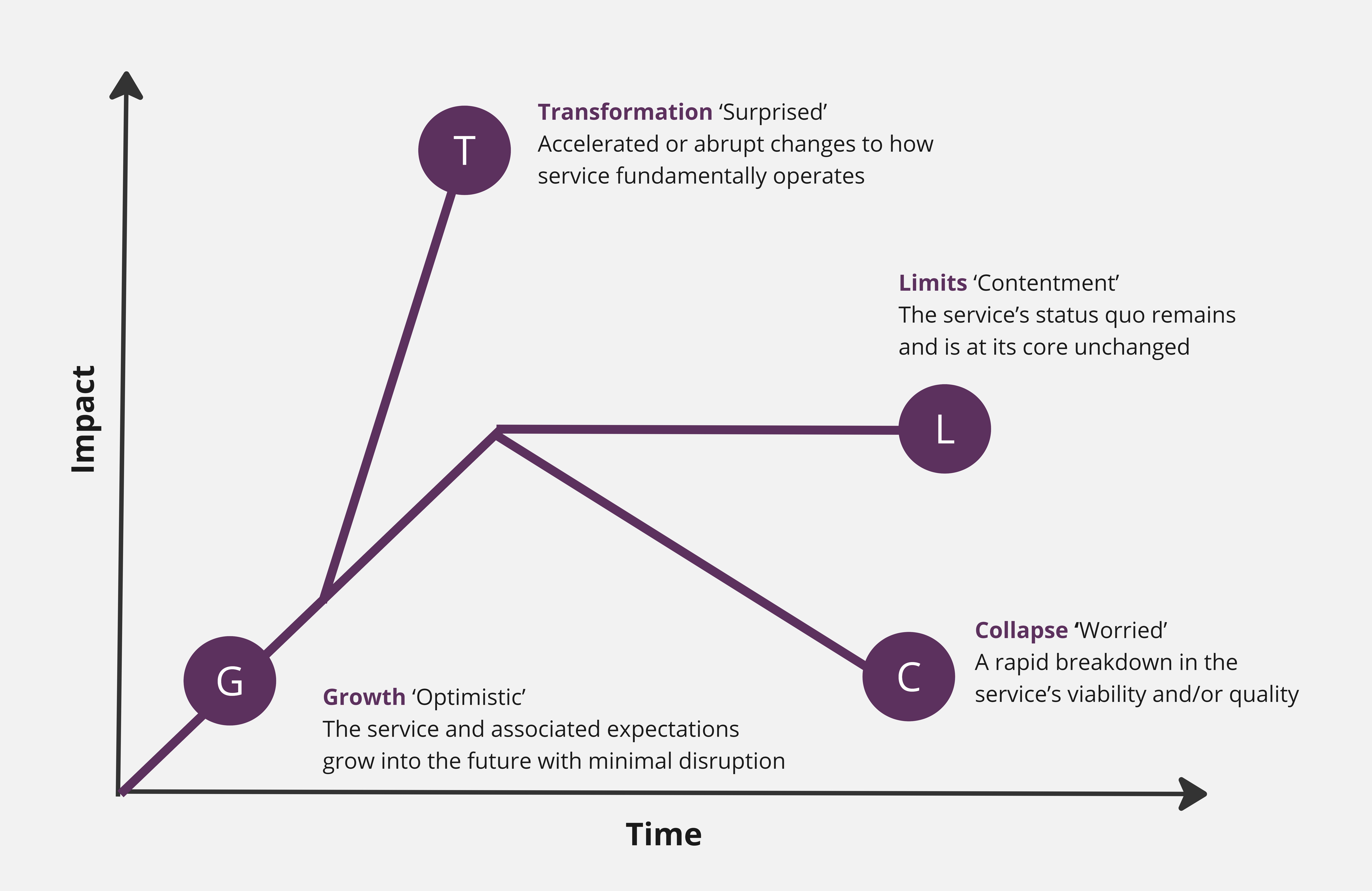
* Expectations for the service
* Tasks staff might perform
* Roles that may be needed
* Daily operations

After completing all scenarios, the CoM should:

* Review and discuss each scenario
* Select the most likely or preferred future
* Develop plans to work towards the chosen scenario
* Consider strategies to mitigate risks from other scenarios

Use this analysis to inform your workforce planning:

* Identify skills and roles needed for the preferred future
* Plan for potential recruitment, training, or restructuring
* Consider how to adapt current staff to future needs



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| **- Scenario 1 -**  **Service Growth** | |
| **Scenario Name:** | E.g. Expanding Horizons |
| **Write a description of the expectations, tasks, roles and daily operations for this scenario for the future of your service…** | |
| e.g. Describe a future where the kindergarten is growing. Consider increased enrolments, new programs, or expanded facilities. | |

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| **- Scenario 2 -**  **Service Transformation** | |
| **Scenario Name:** | e.g. Digital Learning Revolution |
| **Write a description of the expectations, tasks, roles and daily operations for this scenario for the future of your service…** | |
| e.g. Describe a future where the kindergarten undergoes significant changes, such as adopting new teaching methods or technologies. | |

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| **- Scenario 3 -**  **Service Limits** | |
| **Scenario Name:** | e.g. Steady State |
| **Write a description of the expectations, tasks, roles and daily operations for this scenario for the future of your service…** | |
| e.g. Describe a future where the kindergarten faces constraints, such as budget cuts or space limitations. | |

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| **- Scenario 4 -**  **Service Collapse** | |
| **Scenario Name:** | e.g. Enrolment Crisis |
| **Write a description of the expectations, tasks, roles and daily operations for this scenario for the future of your service…** | |
| e.g. Describe a challenging future scenario, such as significantly reduced enrolments or major funding cuts. | |