

Changing Workforce Checklist

KEY QUESTIONS	ANSWERS	COMMENTS
Knowing Your Workforce		
Do you know the population for each generation within your workforce?		
How many of your employees fall within Generation Y?		
How many of your employees fall within Generation X?		
How many of your employees are considered Baby Boomers?		
How many of your employees fall under the category of veterans?		
Understanding Generational Needs/Motivation		
Do you understand each generation and their needs and motivation?		
How, if at all, are you catering to generational differences?		
Are there training programs you can design to help?		
Are there team assignment changes you can make?		
Are there mentoring relationships you could put in place?		
Considering Benefits Design		
Have you taken proactive steps in anticipation that your organization's benefits costs might increase?		
Are you in a position to expand your wellness and work/life programs to meet varying needs?		
Are there flexible working arrangements you can consider?		
Are there voluntary programs that would complement your overall offering?		
Have you established incentive programs that could be useful?		
Improving Productivity		
Are there physical design changes that could be made?		
How can existing prevention programs be applied more broadly?		
Are there new preventative programs that could be considered?		