

# STRENGTHEN YOUR WORKFORCE: ANTICIPATE, UNDERSTAND, AND PLAN FOR THE FUTURE.



## Invest in Your Agency's Most Valuable Asset

In today's talent-based economy, your workforce is your agency's most valuable asset. Protecting your people means planning for, measuring, managing, and optimizing the performance of individuals and teams. Agencies that invest in workforce planning are more aware of talent gaps and can mitigate risks to their missions. Anticipate, understand, and plan, so you can:

- Align your workforce to your agency's strategic priorities.
- Determine the right number of employees and the skills needed.
- Transition your current workforce and structure to meet your requirements.
- Deliver better mission outcomes.

## How HR Solutions Can Help

We assess your organization's structure, function, and human capital capacity with an eye toward your mission objectives and outcomes. Our data-driven, third-party analyses yield objective, specific recommendations for staffing levels, recruitment, training, development, and retention efforts. And we provide the justification you need to make organizational changes with assurance that those changes are what's best for your future.

## Evaluate Your Workforce in Context

Our consultative approach uses your agency's data, plus Governmentwide benchmarks and deep knowledge of Federal human capital strategy, to understand your organization and help you develop a robust workforce plan. HR Solutions enables your organization to:

- Analyze your evolving mission needs, skill set requirements, and anticipated workload.
- Review current organizational structures, including position management issues, supervisory ratios, and inflated/deflated grade levels.
- Measure and analyze retirement rates; retirement eligibility; accessions; separations; pay plans/grades; and demographic data, such as age, gender, race, and national origin.
- Identify gaps in your workforce and provide practical options to close them.

Tools to

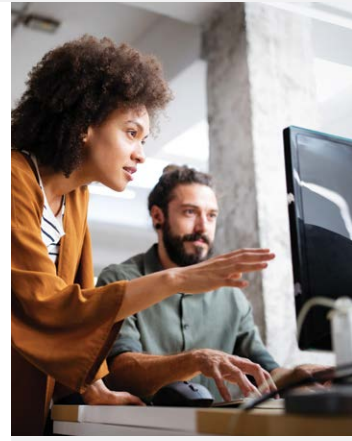
### Strategize

Determine your agency's human capital master plan.

Organization Design

Position Classification

Succession Planning



### Support for High-Performing, Results-Driven Organizations

HR Solutions offers a comprehensive suite of human capital management services to support workforce planning initiatives. Our data-informed capabilities support results-driven organizations. Our results drive efficiency, effectiveness, and transparency.



#### Data

to apply targeted HR interventions based on the individual's role or performance.



#### Agility

to respond to rapid external changes and evolving technology.



#### Knowledge

to make strategic decisions about recruitment, development, redeployment, and transition programs.

#### Align your strategic priorities and mission goals for an optimized workforce.

Get started by visiting the Organization Design section at [opm.gov/HRS](https://opm.gov/HRS), or contact us at [HRStrategy@opm.gov](mailto:HRStrategy@opm.gov) for a consultative discussion about your needs.

#### Why Choose OPM HR Solutions?

We are the single largest provider of human capital management and training solutions across the human capital life cycle, and the only Federal organization entirely focused on making people and organizations better. Because of our mission focus, “by government, for government,” we offer a unique combination of human capital management and training and procurement expertise. Coupled with ease of acquisition, subject matter expertise, Federal compliance, and speed of access, we are the right choice for your workforce planning needs and more.



HR Strategy and  
Evaluation Solutions

1900 E Street NW,  
Washington, DC 20415  
[opm.gov/HRS](https://opm.gov/HRS)  
[HRStrategy@opm.gov](mailto:HRStrategy@opm.gov)  
816-426-7010

# SUCCESS WITH SUCCESSION PLANNING: CHARTING YOUR TALENT FUTURE.



## Identify Future Leaders and Support Knowledge Transfer

Organizations thrive when continuity is intentional and institutional knowledge is passed to the next generation of leaders and specialists. Yet, many organizations struggle with building bench strength for critical leadership and technical positions. Because demand for experienced, specialized employees is high and the talent pool is often limited, internal resources are the surest bet to meet this demand. Succession management services from HR Solutions can make a tremendous positive impact.

Achieving mission continuity requires more than simply backfilling vacant positions. HR Solutions' succession management services facilitate identifying, assessing, and developing talent to support continuity throughout your organization. Our services focus on long-term strategies to identify growth potential; align developing skill sets with mission needs; and provide employees with timely, relevant opportunities to develop managerial skills and gain technical proficiency.

Tools to

### Strategize

Determine your agency's human capital master plan.

Organization Design

Position Classification

Succession Planning

## Future-Focused Assessments and Development

HR Solutions combines strategic alignment, workforce analysis, competency modeling, and gap analysis with leadership assessments to create a diverse pipeline focused on your specific needs. Benefits include:

- **Research-Based Assessments:** Accurately capture both the organization's needs and employee qualifications. Designed by industrial-organizational psychologists and HR consultants, and informed by Federal agency managers, our assessments forecast emerging needs.
- **Aligned Workforce Requirements:** Match requirements with strategic and operational plans. Identify strategies to transition your current workforce to the one you'll need in the future. Build capabilities to respond to emerging trends, shifting priorities, and technological change.
- **Organizational Assessments and Tools:** Identify bench strength for short- and long-term leadership, management, and critical technical needs.
- **Strategic Skills Assessments:** Provide definitive insights into internal candidate strengths while enabling more informed selection and promotion decisions.
- **Resources and Expertise:** Rely on our extensive experience in Federal succession planning to solve your specific challenges.



### Succession Management Tailored to Your Talent Profile

Succession management is a continuous process of evaluating your workforce and needs to:

- Make the best use of the talent you have
- Forecast future competencies and skill sets
- Develop a pipeline of qualified employees capable of filling leadership positions
- Nurture technical proficiency and specialized knowledge
- Preserve institutional knowledge
- Develop agility to respond to evolving demands
- Make evidence-based workforce decisions

Only OPM's HR Solutions offers a "fed-centric" approach to your succession management, featuring a tailored suite of assessment instruments, strategy, and succession management expertise — all provided by a single Government source and compliant with Federal policies and best practices.

#### Secure mission continuity with succession planning from OPM.

Get started by visiting the Workforce & Succession Planning section at [opm.gov/HRS](https://opm.gov/HRS), or contact us at [HRStrategy@opm.gov](mailto:HRStrategy@opm.gov) for a consultative discussion about your needs.

#### Why Choose OPM HR Solutions?

We are the single largest provider of human capital management and training solutions across the human capital life cycle, and the only Federal organization entirely focused on making people and organizations better. Because of our mission focus, "by government, for government," we offer a unique combination of human capital management and training and procurement expertise. Coupled with ease of acquisition, subject matter expertise, Federal compliance, and speed of access, we are the right choice for your succession planning needs and more.



HR Strategy and  
Evaluation Solutions

1900 E Street NW,  
Washington, DC 20415  
[opm.gov/HRS](https://opm.gov/HRS)  
[HRStrategy@opm.gov](mailto:HRStrategy@opm.gov)  
816-426-7010

# RESHAPE YOUR AGENCY. ENERGIZE YOUR WORKFORCE.



## Transformation IQ: A Better Way

Too often, reorganizations are painful, difficult experiences for everyone involved. Usually, it's because leaders are simply moving boxes around the organizational chart rather than thoughtfully considering the organization's mission and aligning staff capabilities and interests with it. Making the wrong choices can be costly, cause grievances, and may be worse than doing nothing at all.

Successfully restructuring an organization takes vision and confidence. Intentional, transparent choices help employees feel engaged throughout the entire process. Transformation IQ helps you take care of your people while optimizing your positions. Our objective third-party support reduces the tension and stress of restructuring.

Tools to

**Transform**

Focus on employees  
to restructure,  
realign, and optimize

Transformation  
IQ

## How HR Solutions Can Help

Transformation IQ changes the restructuring dynamic by aligning objectives, mission goals, and employee interests (I) and qualifications (Q) using a valid, informed, and effective process. We use data-driven methods to assess your organizational and operational needs and gain a complete understanding of individual employees. Transformation IQ is the better way to reorganize and optimize your workforce.

## Data-Driven Insights

Transformation IQ provides the framework, process, and tools to get the right people with the right skills in the right place to reach your mission goals. Our industrial-organizational psychologists and HR consultants use Government reorganization research, extensive experience, and data-driven methods to assess employees' interests and qualifications. From this information, we create defensible position placements aligned with your reorganization objectives.

The streamlined process includes an online multipart assessment measuring interests and qualifications, which leads to more effective talent placement recommendations. We facilitate sessions with executive leadership to finalize placements and prepare supporting materials for reorganization communications, including organization charts.

- **Identify Potential for Success:** Customize multifaceted assessments to get a complete view of employees and their capability to succeed.
- **Measure Abilities:** Capture rigorous, objective data on essential judgments and behaviors.
- **Reorganize With Confidence:** Identify the right employees with the needed skills and matching interests for identified business needs.





## Manage Change, Engage Employees

The climate and practices developed during a reorganization can have long-lasting impacts on how you achieve your goals and mission. Undergoing dramatic change requires strong leadership support and consistent involvement. Employees need to understand the changing nature of their organization and the way their work will be restructured. To keep your organization performing at the highest possible level, we assist you in developing a comprehensive change management strategy.

Transformation IQ services include:



### Communication Support

We share the vision and process with your employees from the onset of the transformation through implemented changes. We help you draft communications that keep employees informed, engaged, and productive throughout the transformation process.



### Mission-Focused Strategy

Deploying our evidence-based assessments is foundational to a transformation that is valid, defensible, and mission focused. We take the conjecture out of reorganization. After assessing your business and workforce requirements and goals, we offer clear recommendations for your organization to achieve its mission.



### Employee Engagement

Positively engaging employees and dispelling uncertainty are key tenets of change management. Experience shows that the gaps between old and new behavioral paradigms can leave an uncomfortable void. We work with you and your employees on normalizing new patterns and processes until your transformed organization is fully operational.

## Efficient and Cost-Effective Transformation

Restructuring projects have deadlines and demand tangible results. Executing a transformation on time and within budget is often the first critical milestone of your journey. We can get you there more quickly by eliminating competitive procurements and using our interagency agreement process to secure your end-to-end change management initiative.

### Experience a better way to transform your organization.

Get started by visiting the Workforce Restructuring section at [opm.gov/HRS](https://opm.gov/HRS), or contact us at [HRStrategy@opm.gov](mailto:HRStrategy@opm.gov) for a consultative discussion about your needs.



### Why Choose OPM HR Solutions?

We are the single largest provider of human capital management and training solutions across the human capital life cycle, and the only Federal organization entirely focused on making people and organizations better. Because of our mission focus, “by government, for government,” we offer a unique combination of human capital management and training and procurement expertise. Coupled with ease of acquisition, subject matter expertise, Federal compliance, and speed of access, we are the right choice for your transformation IQ needs and more.

**OPM HR Solutions**

HR Strategy and  
Evaluation Solutions

1900 E Street NW,  
Washington, DC 20415  
[opm.gov/HRS](https://opm.gov/HRS)  
[HRStrategy@opm.gov](mailto:HRStrategy@opm.gov)  
816-426-7010