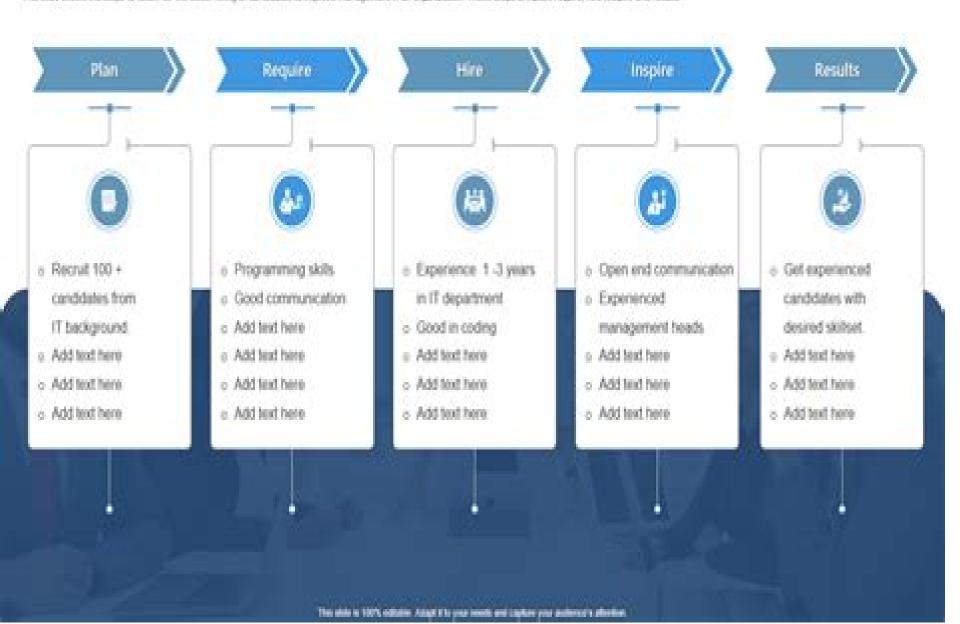
# Five step strategic workforce planning model

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# **Workforce Planning Guide For Managers**

**CL Gary** 

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web figjam s huddle board template makes space for that entire conversation including the daily agenda colleague questions specific to the daily agenda and their answers a record of goals and priorities timeline specific scheduling generally speaking daily huddles aren t the place for problem solving or tangents so save in depth

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web use the template in real time with your meeting attendees to collaborate on meeting notes the daily huddle meeting has been common practice for many companies for ages no matter your industry or organization s size a daily huddle can be a good idea to increase alignment communication and productivity for your teams

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web to help you set up a daily huddle that runs smoothly we ve divided our action items into three sections 1 how to plan your daily huddle 2 how to run an effective huddle 3 how to follow up after a huddle 1 set up your calendar invites 2 customize your daily huddle template 3 automate reminder emails

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web 1 plans for the day top priority activities for each leader a crucial part of this template is the section that allows all attendees to share their daily updates these updates can include anything from what they will be accomplishing during the day to updates on their teams progress in respect to a certain project