

Reset Planning Checklist: 12 Essential Questions for Supporting Your Workforce

RGP
To the Power of Human™



As a leader, your challenge is to define how your organization will operate during and after the COVID-19 recovery. This requires a proactive, comprehensive approach for managing the transition. Get started on a successful reset by asking—and answering—these 12 essential questions. [And let us know how we can help.](#)

“The challenge of returning to the workplace isn’t just an operations challenge; it’s a human challenge.”

— Gartner

Workforce Planning

1. Do you have employees coming back from working remotely and/or from furlough?
2. Have you planned how you will make this transition, such as mixed onsite/remote teams, revised team structures and managing the reallocated workforce?
3. Do you know which roles are essential to support the business and to support your customers?
4. Who will need to be in the office and who can continue to work from home? Will this be permanent or temporary?
5. Are your managers prepared with the skills and tools they need to support your workforce and these new ways of working?

Policies & Procedures

6. What new safety procedures and/or protocols will you implement when your employees get back to the office or plant, such as social distancing in workspaces and common areas?
7. How are policies and procedures changing and how will you document these updates to enable compliance?

8. Will performance metrics need to be revised?

Culture & Change Management

9. How will these changes impact your organizational culture?
10. How will your workforce be impacted by these changes and understand how to work in the new environment?
11. How will you ensure your employees learn about and understand new performance expectations and job procedures?
12. What actions are you taking to support acceptance and adoption of these planned changes?

[Get in touch now](#) to learn how RGP can help you answer these important questions and build a change-ready foundation for supporting your workforce. Visit us at: rgp.com.

