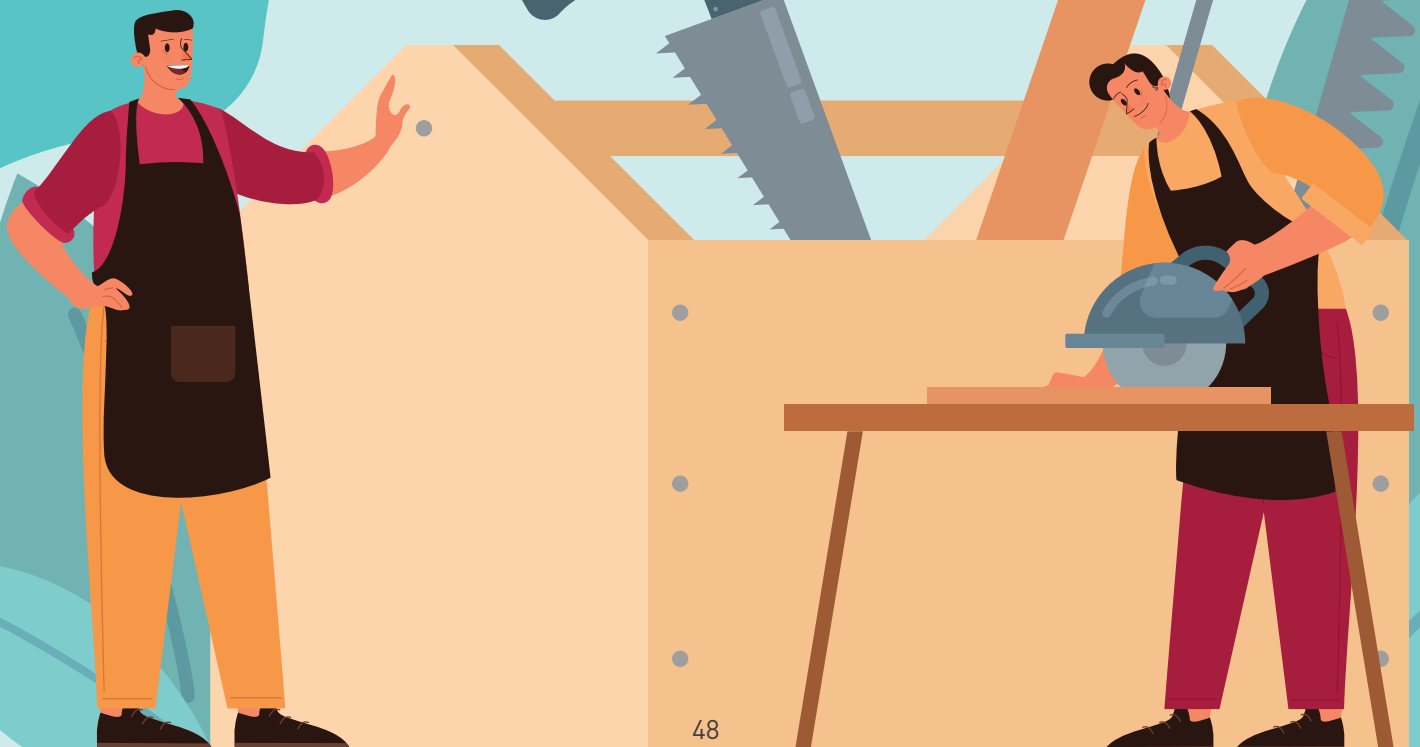


# FUTURE OF WORK: SELF-ASSESSMENT WORKBOOK FOR YOUR BUSINESS

Utilise this worksheet to consider the  
Future of Work for your business.



## Part 1: Strategic Planning for the Future

### Findings:

- 17% of Queensland businesses have no strategic plan.
- Newly established businesses in particular (established for less than five years) tend to only plan up to 12 months ahead.
- The most common aspect of strategic planning by Queensland businesses is workforce training and plans to upskill staff. This is followed by plans regarding machinery and automation, market research and network expansion.

### Questions to consider:

#### Q1: How far into the future is your current business strategic plan?

- No strategic planning
- 12 months into the future
- 24 months into the future
- Up to 5 years in the future
- Other planning (specify below)

#### Q2: What kind of strategic plans do you have?

For example: digitalisation, market research, staff and skills planning.

#### Q3: What strategic planning could your business undertake in the next 12 months to better prepare for the future?

For example: workforce assessment, workplace rearrangements, seeking grants and supports.

## Part 2: Workforce

Queensland businesses have indicated the following considerations for their workforce in the next 5 years:

- The need for stronger digital skills requirements (considered to have moderate to critical impacts for 70% of businesses)
- Stronger communication and personal skills requirements (moderate to critical impacts for 70% of businesses)
- New skills and retraining requirements for staff (moderate to critical impacts for 68% of businesses)

**Q4: What are the most important considerations for the future of your workforce? Write down at least three that may be applicable for your business.**

Consideration 1:

Consideration 2:

Consideration 3:

Consideration 4:

Explain how these considerations listed above would most likely impact on your business:

**Q5: What actions could your business take in the next 12 months to better prepare?**

**See resources:**

### **Workforce planning resource by Jobs Queensland**

Jobs Queensland and CCIQ's Workforce Planning Connect equips you with the tools for building workforce planning capabilities in business.

<https://jobsqueensland.qld.gov.au/workforce-planning-connect/>

## Part 3: Workplace

Queensland businesses have indicated the following factors for their workplace in the next 5 years:

- The importance of **high-speed internet connection**: more than one in three Queensland businesses (36%) indicated this would have critical impacts for their workplace in the next five years.
- **Digital engagement and e-commerce practices** with their customers (moderate to critical impacts for 61% of survey responses.)
- **Flexible working arrangements**, as well as preference for enhanced remote working arrangements are the next major concerns for businesses (moderate to critical for 60% of Queensland businesses)

**Q6: What are the most important factors for the future of your workplace? Write down at least three that may be applicable for your business.**

Consideration 1:

Consideration 2:

Consideration 3:

Other considerations:

Explain how these considerations listed above would most likely impact on your business:

**Q7: What actions could your business take in the next 12 months to better prepare?**

**See resources:**

**EcoBiz for sustainability needs:** ecoBiz is a free program for small to medium businesses, in partnership with the Queensland Government. With the help of an ecoBiz expert, you will be able to develop an action plan to help your business reduce consumption across energy, water and waste to save money and increase efficiencies.

<https://ecobiz.cciq.com.au>

**Digital strategy for your business by Queensland Government:** Queensland government provides the starting point for development a digital strategy to introduce and implement digital technology to meet your business goals.

<https://www.business.qld.gov.au/running-business/digital-business/digital-strategy>

## Part 4: Work Life

Queensland businesses have indicated the following factors for the work life of their businesses in the next 5 years:

- **Mental health and wellbeing support** is the top concern in future work life for Queensland businesses, expected to have moderate to critical impacts on 70% of businesses surveyed. 37% of businesses expected major to critical impacts from this factor.
- **Environmental footprints** were considered impactful to 42% of Queensland businesses surveyed.
- **Personal development and career development for staff** (moderate to critical impacts for 60% of respondents)
- **Paid parental leave for all workers** (moderate to critical impacts for 55% of respondents)
- **Disaster resilience and support for workers** (moderate to critical impacts for 52% of respondents)

### Q8: What are the most important factors for the future of the work life in your business?

Consideration 1:

Consideration 2:

Consideration 3:

Other considerations:

Explain how these considerations listed above would most likely impact on your business:

### Q9: What action could your business take in the next 12 month to better prepare your future work life?

See resources:

**Mental Health support for Queensland businesses:** A collection of free resources to support mental health and wellbeing for Queensland businesses can be found at this site by Queensland government. Resources include free mental health checks and coaching programs, such as NewAccess by Beyond Blue, as well as hotlines for other supporting services.

[www.business.qld.gov.au/starting-business/advice-support/support/wellbeing/mental-health-resources](http://www.business.qld.gov.au/starting-business/advice-support/support/wellbeing/mental-health-resources)

**Small Business Wellness Coaches:** Wellness coaches help small business owners with unique and personal business challenges, needs and opportunities in a free one-on-one, supportive environment. Wellness coaches are available to work with you or any of your family members who are employed in your business.

[www.business.qld.gov.au/starting-business/advice-support/support/wellbeing/wellness-coaches](http://www.business.qld.gov.au/starting-business/advice-support/support/wellbeing/wellness-coaches)

**Wellness at work resource by EmploymentHero:** 2022 is posing unique challenges to employee wellbeing. Explore the averages of common insights, or visit the interactive dashboard to discover employee wellness in your region.

<https://employmenthero.com/wellness-at-work>

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