



October, 2010

## Vital Business Solutions Newsletter

### Workforce Planning

What is your plan to access the best talent and meet your future business needs successfully? Do you have a plan to retain the talent that you have hired?

Workforce strategy involves understanding business cycles and forecasting the talent that will be needed for business success. It is important for business owners to carefully review their budget and the types of contracts and business development efforts that will manifest in 2011 and beyond. Should business improve in the coming year, recruitment and retention might be a challenge for companies that have cut back on employee benefits and training during the difficult economic times. Not only should employers consider the recruitment strategies that they have in place now, but also how they will keep their current employees, should new opportunities arise elsewhere.

In addition to examining the workforce, forecasting future needs, and analyzing the gap between what you currently have and what you will need for new business, businesses must also develop and implement strategies with human resources and finance managers to address workforce planning issues. Investment in these strategies and change management must be seriously considered.

[Click here to read full article](#) that includes the important considerations to keep in mind during workforce planning and how to help determine your company culture.

Workforce planning and implementation can seem overwhelming, but with the right support, businesses can acquire and retain the best talent to take your business to the next level. Should you plan to grow in 2011, *Vital Business Solutions* can assist you with recruitment processes and retention strategies.

[Workforce Planning PDF](#)

### Time Off to Vote Does the Employer Pay?

With the election season here, employers are to be aware of time-off-to-vote regulations in some states. For example, Maryland requires that employers pay certain employees for two hours time off to vote if they do not have two continuous hours off duty between 7 am and 8 pm on voting day. [Click here to read more](#). Refer to *Other Rules and Regulations*, #3.



Check your local state rules on time off for voting to ensure you are in compliance with the requirements.

Hennrietta Smith, President  
**Vital Business Solutions, Inc.**  
202-832-1388  
[hsmith@vitalbusinesssolution.com](mailto:hsmith@vitalbusinesssolution.com)  
[www.vitalbusinesssolution.com](http://www.vitalbusinesssolution.com)

*The information provided in this newsletter is for awareness only and not intended as legal or tax advice. Please consult with your legal counsel and/or tax or payroll professional on legal and tax matters.*

© 2010 Vital Business Solutions