

HR PLANNING CHECKLIST

This checklist is designed for human resource professionals who wish to make contribution to the strategic management and HR development of the company. The checklist brings main points for defining personnel critical issues and building action plan to develop HR strategy.

1. Understanding the business strategy

- Highlight the key driving forces which impact your business strategy (e.g. technology, human resources, distribution)
- Define consequences of the driving forces for the personnel of your company. Are they positive?
- Estimate primary personnel contribution to the business performance

2. Conducting SWOT analysis of the business

- Focus on the internal strengths and weaknesses of people in your company
- Consider current skill and capability issues of the staff
- Research the external market environment which impacts the business
- Highlight the opportunities and threats related to the employees in your company
- Estimate the impact of new technology on staffing level
- Define the gaps between the desired and current staffing level

3. Determining critical personnel issues

- Identify the critical personnel issues namely those which have a key impact on the delivery of your business strategy
- Prioritize the critical personnel issues
- Identify where your efforts and business resources should be applied to resolving the personnel issues

4. Developing the action plan for HR strategy

- Develop action plan around the critical personnel issues
- Set due dates for the accomplishment of the key objectives in the action plan
- Highlight the options for managerial action for each of critical issues

Break down the action plan into areas of:

- employee training and development

- organization development
- workforce planning
- employee selection and recruitment
- employee performance appraisal
- employee reward and recognition
- communication and employee relations

5. Introducing the action plan for HR strategy

- Implement the action plan according to the defined areas
- Organize sessions for senior management to raise recognition of organizational development
- Plan schedule of advertising linked to workforce planning
- Introduce of a range of selected testing methods
- Identify best practice on communications and employee relations
- Develop employee communication strategy