**HR PLAN TEMPLATE**

This document has been put together to assist members of the HR team to writing HR Reports and specifically the HR Plan. It is a guide only.

Your report should always have a **cover page** with the name of the company and the title of the report i.e. ‘HR Plan 202x’ together with your name and the date. Page two should contain a **table of contents**.

All pages need to be numbered with **a header containing your name and a** **footer containing the title of the report**.



**John Readings**

**HUMAN RESOURCES PLAN 202x**

**By**

*(Insert name of author)*

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# **1. Introduction to the business**

In this section you need to describe the business and outline its key goals or objectives for the next 3- 5 years. Once you have these in place you can then break these goals down to what the business hopes to achieve in the next 1-2 years.

# **2. Introduction to the HR function/dept./team**

In this section you need to describe in broad terms how the HR department intends to assist the business in achieving its key goals/objectives – so how the HR goals/objectives link to the org. strategy. What is HR’s role in the business?

* Include the HR code of conduct and ethics

What is the service delivery structure of your HR Team? A HR function org chart works well here – make sure you show any outsourced HR functions reporting through a dotted line. HR functions you may outsource could be payroll, recruitment and employment law legal support.

Then in the following section you will list the goals/objectives.

This section might also contain any research conducted as well as any other general information that informs the plan.

# **3. HR Goals/objectives/actions**

List between 5 – 8 key goals/objectives & provide a brief introduction to each one. Then underneath this you need to dot point 6-10 actions or initiatives that will be taken to achieve the goals/objectives.

For example in table below also -

*1. Review staff competencies in line with the changed business model* -   
The organisation is moving to an online business model this means there will be a need for staff with quite different skill sets to those the organisation currently employs.   
The first step that needs to be taken is to review the current staff competencies to see what opportunities there may be for re-training & up-skilling and to determine what the potential gap will be.

- Develop competency matrix of skills required for changed business model.

- Review staff competencies in line with this matrix

- Collate a current staff competency matrix

- Develop a list of potential options for training

- Determine the size of the gap and the options for staffing to changed business needs

- Recommend range of options for existing staff

| **ELEMENT** | **OBJECTIVES** | **ACTIONS** | **IMPLEMENTATION PROCESS** | **BY WHEN** | **WHO** | **KPI** |
| --- | --- | --- | --- | --- | --- | --- |
| **Review Staff Competencies** | The organisation is moving to an online business model this means there will be a need for staff with quite different skill sets to those the organisation currently employs.  The first step that needs to be taken is to review the current staff competencies to see what opportunities there may be for re-training & up-skilling and to determine what the potential gap will be | * Develop competency matrix of skills required for changed business model * Review staff competencies in line with this matrix * Collate a current staff competency matrix * Develop a list of potential options for training * Determine the size of the gap and the options for staffing to changed business needs * Recommend range of options for existing staff |  | 1 Sep 15  30 Sep 15  5 Oct 15  10 Oct 15  15 Oct 15  20 Oct 15 | Mary  Mary  Mary  Mary  Mary  Mary |  |
| **Industrial**  **Relations** | Continuation of constructive communication with relevant employee and employer representative groups and stakeholders. (See Appendix Two – *Human Resource and Change Management Plan, DLG*) | * Prepare and implement communication plan with unions and relevant employee /employer representative groups. |  |  |  |  |
| **Industrial**  **Agreements** | Effective transition to a new industrial agreement. | * Negotiate final industrial agreement (if required). |  |  |  |  |

# **4. Working collaboratively**

In this section you need to talk about working with line managers and others (depending on your org structure) to achieve the goals/objectives.

# **5. Conclusion**

# **6. References/ bibliography**