

Human Resources Business Planning Template

Annual work-planning is a vital part of any HR professional's job. Assisting your employees in achieving their work-goals through effective planning will increase your overall productivity, establish time-lines for the completion of work, set goals for the department, and determine the prioritization of the required work.

Instructions:

1. Summarize your long-term goals to establish the direction of your department;
2. Establish the objectives for the coming year;
3. Determine the goals you intend to move towards within those objectives;
4. Provide a set of specific actions required to ensure your ability to reach set goals and objectives;
5. Identify the projected time-line required to complete tasks;
6. Identify the individual responsible for completing the tasks;
7. Determine the level of priority for individual tasks;
8. Write in any additional comments that pertain to the directives, goals and task completion.

Long-Term Goals	
Recruitment	
Retention	
Development	
Health, Safety & Welfare	
Employee Management	
Disciplinary	
Compliance	

Objective:	
Goal	
Actions Required	
Expected Results	
Time-Line	
Owner	
Priority	
Comments	
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