



SAMPLE 90-DAY GAME PLAN (HR)

We encourage you to focus on three critical objectives every 90 days. Here's a sample 90-day game plan.

Critical Objective #1

Name it: Skill tests

Describe it: Skill tests to assess existing talent to define training, performance, and hiring standards.

Who: HR, department heads, focus group of employees.

What: Define skill requirements, license or create tests, get employee buy in, test, examine results, identify performance standards and training needs.

When:

Date	Activity	Who	Notes	Done
Mon. 1/8	Dept. head meeting	HR & dept. heads	Prepare memo and online in advance	
Fri. 1/12	Skill sets due	All dept. heads	See ONET for assistance	
Wed. 1/17	Conduct employee focus group	10 employees	Find out their concerns, input, etc. re testing	
Fri. 1/19	Meeting with BrainBench.com	HR & BrainBench.com	Discuss testing options and create plan	
Wed. 1/24	Finalize testing program meeting	HR and dept. heads	Prepare memo and outline in advance	
Wed.-Fri. 1/31-2/2	Testing of all employees online and in field	Everyone		
Fri. 2/9	Gather and review all test results	All department heads, BrainBench.com	Create summary report	
Mon. 2/12	Issue report to employees	HR with dept. head input		
Fri. 2/16	Meeting with DH to discuss impacts on performance & training	HR and department heads		
Fri. 2/23	Complete training program for next 12 months	HR and training providers	Issue training program	
8/23	Schedule 6 months review with dept. heads	HR and dept. heads		

Notes: Contact Bill Lake at BrainBench.com.

Critical Objective #2

Name it: Sexual harassment training.

Describe it: Provide sexual harassment training to all supervisors and managers.

Who: HR department, supervisors, and managers.

What: Conduct sexual harassment training as part of a lunch and learn for all supervisors and managers. Reinforce the company's zero tolerance policy and review not only the laws of sexual harassment, but how to manage possible claims.

When:

Date	Activity	Who	Notes	Done
Mon/Tues 2/7 & 2/8	Lunch and learn	HR, supervisors and managers	All supervisors are to schedule attendance at one of the two classes; conclude classes with a brief SH quiz and review of the companies policies and procedures	
Fri. 2/11	Fill all Sexual Harassment Policy Acknowledgements	HR, supervisors and managers	All employees sign that they have read and understand the SH Policy. File in personnel folder.	

Notes: Distribute CEO letter re importance of training and zero tolerance policy.

Critical Objective #3

Name it: HR Department Survey

Describe it: Survey the supervisors and managers to find out how well HR is supporting their needs.

Who: HR, supervisors, managers, and executives.

What: Complete a brief HR department survey.

When:

Date	Activity	Who	Notes	Done
Mon/Tues 2/7 & 2/8	Distribute surveys at the end of the sexual harassment training	HR, supervisors, managers, and executives	Explain the purpose of the surveys at the conclusion of the SH training	
Tues. 2/22	Survey responses due	HR, supervisors, managers, and executives	Make sure to receive all survey responses	
Tues. 3/1	Conduct individual interviews based on HR dept. surveys	Select HR, supervisors, managers and executives		
Tues. 3/8	Issue a report to supervisors, managers, and executives related to the HR dept. survey	HR department & someone to proof report for grammar and understanding		

Notes: Make sure to get lunch orders in advance and reserve conference room.

Additional 90 Day Objectives:

		Date Done
1.	Commit to being in on time and leaving no later than 6.	
2.	Focus on freeing up time doing “lesser” value work. Delegate it to an intern, employee, vendor, etc. Get approval from John first.	
3.	Begin a rotation of taking department heads and managers for a healthy lunch at Maria’s Soups and Salads. At least one per week.	
4.	Have a meeting with our insurance broker to discuss bringing in a wellness program.	
5.	Distribute monthly HR department score cards <i>on time</i> .	
6.	Make sure all performance evaluations are done by March 1 st .	
7.	Look into staffing needs in real estate division given the slow down in orders.	

Employee Signature

Date