



Trakstar

# TALENT DEVELOPMENT PLANNER

2023



## TALENT DEVELOPMENT

# WHY NOW?

Talent development is one of an organization's most important operational steps. Whether your title is VP of Human Resources or you're a manager of a small team, setting goals for your people is important.

At Trakstar, we know talent development. We understand the planning, guesswork, and challenges you face. And we've designed this workbook to help.

Throughout this workbook, you'll find plenty of opportunities to reflect on what your organization is doing for talent development, find gaps in your current people strategy, and make a plan to get where you want to be. There are places to plan, identify challenges, and dream of possibilities.

This workbook will only work if you do. Writing things down is a fantastic way to think through them and get the ball rolling - but you have to take it to the finish line. We hope this helps give you a solid foundation.



# TALENT DEVELOPMENT



## Attract

Hiring great employees is a challenge. Finding your ideal talent and connecting with them, bringing them in for an interview, and getting a signed offer is harder than most people think.

You have to build smart hiring teams, write better job descriptions, find the best places to post openings, and quickly fill openings. If you struggle with hiring, it's time to revamp your recruiting and hiring workflows.



## Retain

Retaining your employees starts with a fantastic onboarding experience and moves into continual feedback, training, and upskilling. If you notice employee churn, improving your retention efforts is critical.

Keeping your employees where they are is imperative to meet organizational goals, create a healthy culture, and put valuable time and effort into other necessary tasks.



## Engage

Engaging your workforce must be one of your biggest goals. An engaged workforce stays with your company, creating value and historical knowledge you can't get anywhere else.

Use engagement surveys and performance reviews to check the pulse of your workforce and then performance reviews to get more granular data about individual performance, shift performance, or departmental performance.



# Let's Start with a Few Questions...

How has your people strategy been a success over the last year?

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What struggles have you been facing over the last year? Where would you like to see improvement?

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YES / NO

# CHECKLIST

AS YOU READ EACH QUESTION, SIMPLY TICK "YES" IF YOU AGREE OR "NO" IF YOU DISAGREE WITH THE STATEMENT.

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01	ARE YOU ABLE TO QUICKLY TARGET, INTERVIEW, AND HIRE TOP TALENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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02	DO YOU FREQUENTLY HIRE THE TOP CHOICE FOR YOUR OPENINGS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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03	DO YOU HAVE A CLEAR ONBOARDING PROGRAM THAT EVERYONE USES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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04	IS THERE SPACE FOR UPSKILLING AND RESKILLING WITHIN YOUR ORGANIZATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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05	ARE PERFORMANCE REVIEWS WORKING FOR YOUR ORGANIZATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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06	DO YOU GET A 360-DEGREE VIEW OF EMPLOYEE PERFORMANCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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07	DO YOU FEEL LIKE PEOPLE APPRECIATE THE WORK YOU DO?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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08	DO YOU UNDERSTAND THE IMPACT YOUR DAY-TO-DAY DECISIONS ARE MAKING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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# HIRING & RECRUITING GOAL SETTING

TARGET & ENGAGE YOUR TOP TALENT



SMART

# GOALS

SET SMART GOALS FOR HIRING AND RECRUITING HERE.

S

## SPECIFIC

WHAT DO I WANT TO ACCOMPLISH?

M

## MEASURABLE

HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?

A

## ACHIEVABLE

HOW CAN THE GOAL BE ACCOMPLISHED?

R

## RELEVANT

DOES THIS SEEM WORTHWHILE?

T

## TIME BOUND

WHEN CAN I ACCOMPLISH THIS GOAL?





# Understanding Goals

Achieving our goals is dependent on whether we take action. Use the table below to understand the "why" of your goals.

**GOAL:**

WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



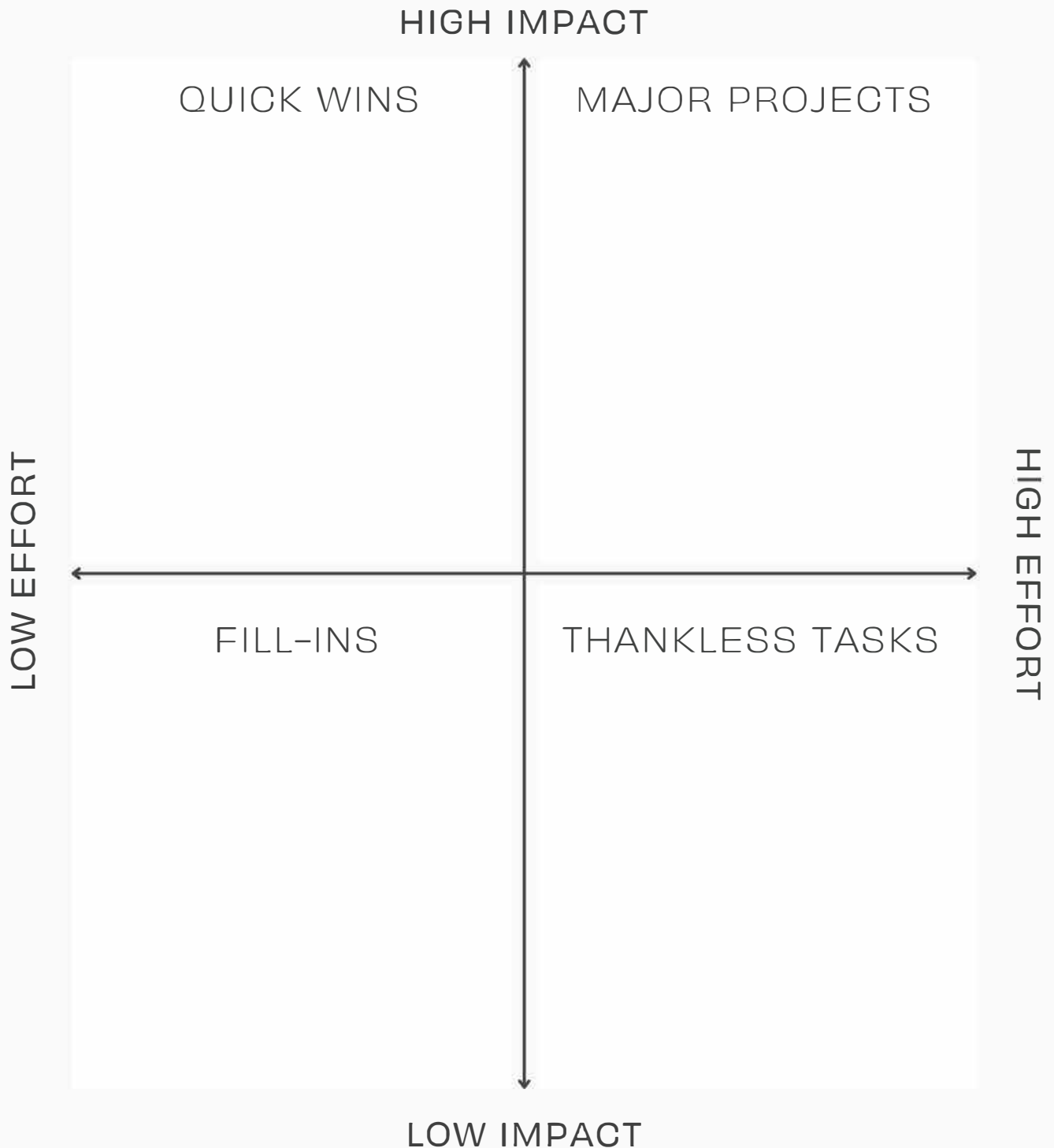
SO, WHY IS THIS GOAL IMPORTANT?



## ACTION PRIORITY

# MATRIX

The action priority matrix is a great way to visualise what tasks take priority over others, and how to best allocate your time towards them.



# RETAINING, EDUCATING, AND DEVELOPMENT GOALS

FACILITATE GROWTH IN YOUR TOP TALENT



SMART

# GOALS

SET SMART GOALS FOR HIRING AND RECRUITING HERE.

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## SPECIFIC

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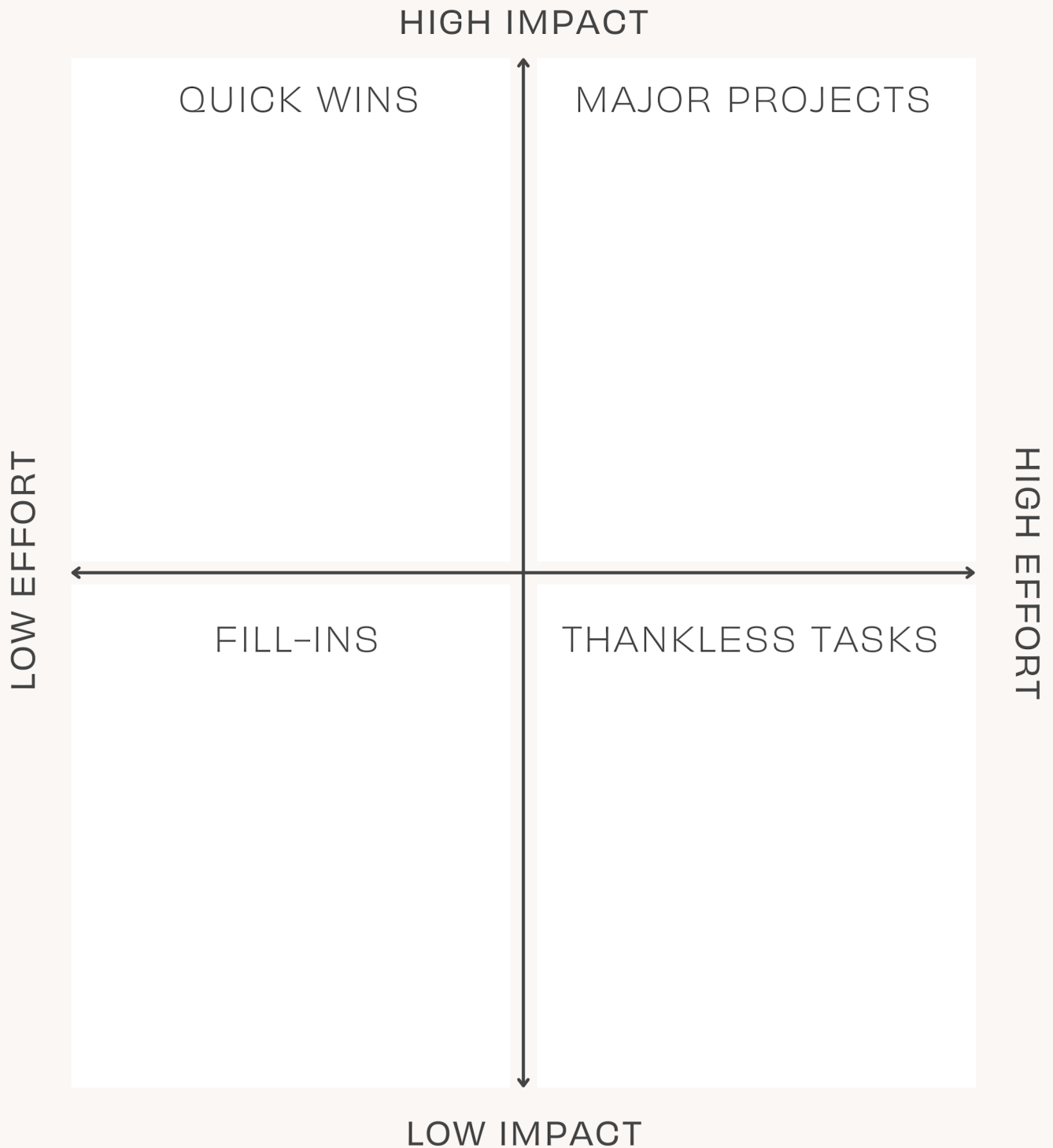
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# PERFORMANCE MANAGEMENT AND ENGAGEMENT GOAL SETTING

SUPERCARGE YOUR WORKFORCE



# SMART GOALS

SET SMART GOALS FOR HIRING AND RECRUITING HERE.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	





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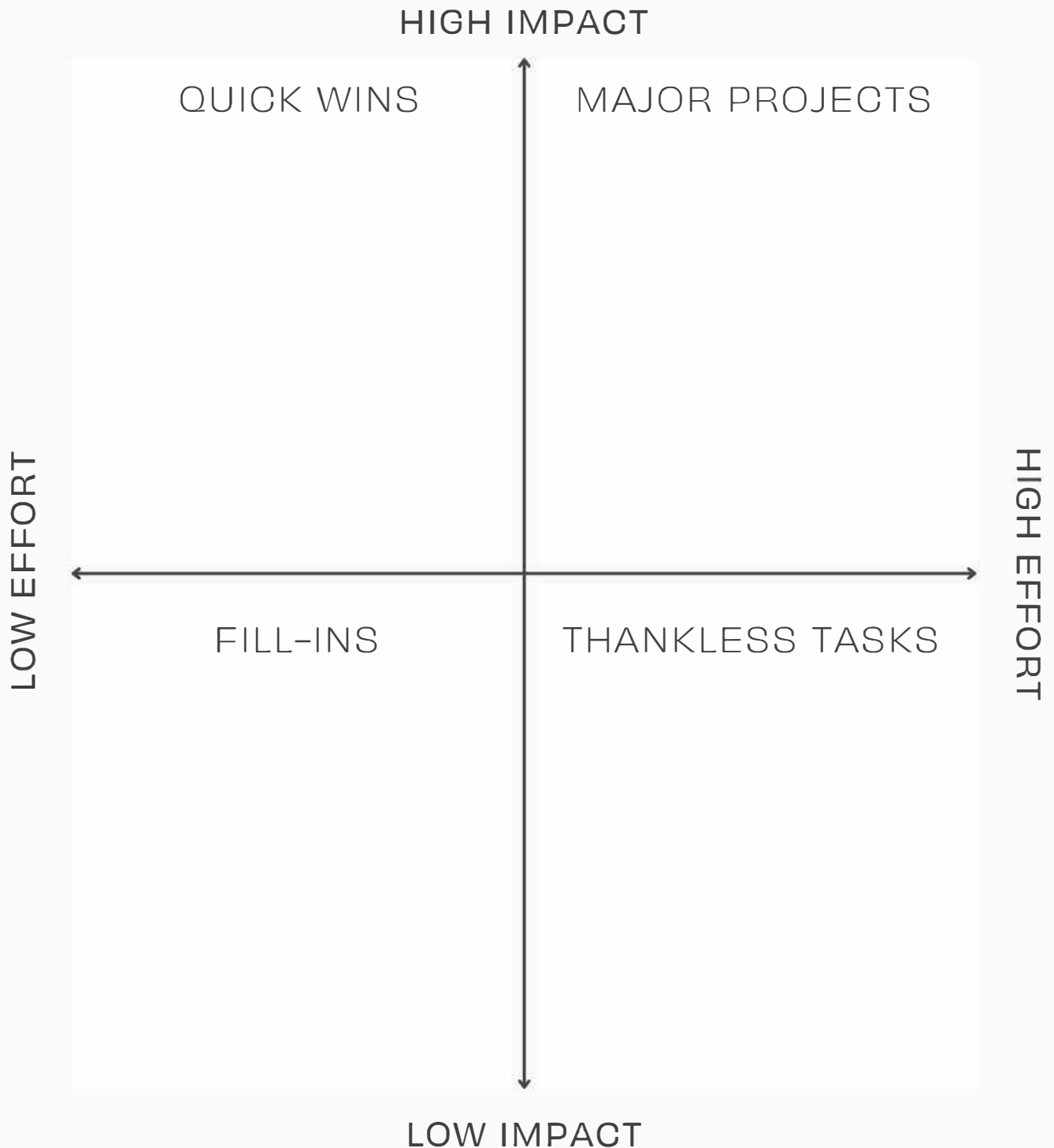
SO, WHY IS THIS GOAL IMPORTANT?



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# LONG-TERM GOALS

JANUARY

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FEBRUARY

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MARCH

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APRIL

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OCTOBER

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NOVEMBER

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DECEMBER

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YOUR GO TO

# RESOURCE LIST

## BLOGS

FOR TIPS, TRICKS, AND BEST PRACTICES SURROUNDING THE DAY-TO-DAY OPERATIONS OF THE HR DEPARTMENT, VISIT TRAKSTAR'S BLOG.



## WEBINARS

PREFER TO WATCH AND LISTEN TO BEST PRACTICES, TIPS, AND TRICKS FROM INDUSTRY THOUGHT LEADERS? LISTEN TO OUR WEBINARS TODAY.



## PODCASTS

THE PEOPLESTAR PODCAST IS THE BEST WAY TO HEAR FROM THE BEST AND BRIGHTEST IN THE HR SPACE - HOSTED BY OUR OWN JULIE RIEKEN!



## WHITEPAPERS

PREFER LONG-FORM CONTENT? OUR WHITEPAPERS CAN HELP YOU EXECUTE ON YOUR STRATEGY AND ACHIEVE GOALS.





# NOTES SPACE

This image shows a single sheet of aged, cream-colored paper with horizontal blue or grey ruling lines. The paper has a slightly textured appearance and some minor discoloration or foxing, particularly towards the edges. There are approximately 20-22 lines visible across the page. The paper is oriented vertically and appears to be a standard piece of stationery or notebook paper.



# NOTES SPACE

[illegible]



## This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





# NOTES SPACE

[illegible]



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# See Trakstar In Action

Trakstar supercharges employee performance around pivotal moments in talent development. Remove your manual processes with our innovative software and world-class support. Make smarter decisions to attract, retain, and engage your workforce.

To achieve your talent development goals, there's no better partner.

[Schedule A Demo Now](#)