

The Cost of Waiting Action Plan™

5 Steps to Strengthen Your People Strategy



INTRODUCTION

Every successful business reaches a point where growth depends less on working harder and more on building stronger people systems.

If you identified opportunities during today's session, use this action plan to prioritize your next steps.

“

Progress starts with one intentional action.”

1



COMPLIANCE CRACKS Protect Your Foundation

- ☐ Review your employee handbook.
- ☐ Verify labor law posters are current.
- ☐ Confirm employee files are complete.
- ☐ Audit wage and hour practices.
- ☐ Review I-9 documentation.



HR Covered Tip™

Small compliance gaps become expensive problems when ignored.

2



ENGAGEMENT EROSION Keep Great People

- ☐ Schedule one-on-one check-ins.
- ☐ Recognize employee contributions.
- ☐ Ask employees what support they need.
- ☐ Share business goals with your team.
- ☐ Celebrate wins.



HR Covered Tip™

Employees stay where they feel valued, supported, and connected.

3



HIRING HURDLES Hire with Intention

- ☐ Update job descriptions.
- ☐ Define success before recruiting.
- ☐ Standardize interview questions.
- ☐ Improve onboarding.
- ☐ Clarify expectations.



HR Covered Tip™

Better hiring begins before you post the job.

4



PERFORMANCE PARALYSIS Lead Courageous Conversations

- ☐ Address issues early.
- ☐ Use the CLEAR Conversation Method™.
- ☐ Focus on behaviors—not personalities.
- ☐ Document conversations consistently.
- ☐ Schedule follow-up meetings.



HR Covered Tip™

The conversation you avoid today usually becomes tomorrow's bigger problem.

5



GROWTH CEILINGS Build Capacity Before Growth

- ☐ Delegate responsibilities.
- ☐ Strengthen communication systems.
- ☐ Develop future leaders.
- ☐ Review your people strategy quarterly.
- ☐ Complete the Workforce Readiness Scorecard™.



HR Covered Tip™

Sustainable growth begins with scalable people systems.

HR Covered™ REFLECTION

Which area needs your attention first?

- ☐ Compliance
- ☐ Engagement
- ☐ Hiring
- ☐ Performance
- ☐ Leadership & Growth

My first action this week:



HR Covered Truth™ #5

Waiting doesn't make people problems disappear. It usually makes them more expensive.

YOUR NEXT STEP

Ready to move from Chaos → Clarity → Capacity → Growth™?



Scan the QR Code to schedule your complimentary, Workforce Strategy Session.

Together we'll:

- ✓ Review your Workforce Readiness Scorecard™
- ✓ Identify your biggest opportunity
- ✓ Create a practical roadmap for stronger people systems

