



## Lean HR Journey

A five-year plan will differ for each organization and is a highly customized process. Following is a list of actions that you can review to discover which next steps are right for you.

### ***Five-Year Action Plan for Lean Human Resources***

1. Assess the waste of people's abilities with a root cause analysis of why people may not be optimized.
2. Assess the effectiveness of the HR department to optimize people, including a root cause of any ineffectiveness.
3. If your organization already has begun improvement efforts, evaluate the effectiveness of those change efforts. How thoroughly has the change effort been designed and executed in terms of daily behaviors and attitudes?
4. Consider a new vision for HR. What skills would be the first priorities to develop in the HR staff members to improve their ability to drive results?
5. Assess the HR processes for areas that need improvement. Consider this an exercise that improves service to internal customers first.
6. Consider whether making people a strategic advantage on a new level would enhance the sales plan and change the course of your organization.
7. Describe the daily behaviors and attitudes that would enhance your organization's success.

8. Create a list of values that best represent the culture that will advance the mission of your organization. How do those values create emotional connections or alignment for the people involved?
9. Evaluate your policy handbook, communications vehicles, celebrations, and other practices for how they do or do not support strategic directions.
10. Explore how you could use surveys to improve your culture, employee satisfaction, and the relationship to your customers.
11. Consider the competencies needed for leaders as well as all employees of your organization to achieve success.
12. Improve and standardize the roles of leaders, or people who manage others, first to create a new vision for how managers support people so they will contribute more on a daily basis.
13. Redesign each of your HR programs to meet strategic needs, and choose which program to excel at, while addressing the maturing of improvement efforts and the advantages to working with specific employee groups.
14. Develop detailed plans on a regular basis that are designed to increase motivation levels among employees.

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