

# HR Leaders - 90 Day Plan

The Talent Place

Career Coaching & Outplacement



## **Month 1: Learn, Listen & Build Credibility**

Your first 30 days are about curiosity, connection and composure. You're stepping into a new rhythm, so start by absorbing everything and showing up with empathy and clarity.

### **Quick Wins to Target:**

- Team 1:1s with heart: Go beyond role details—ask what energises them and what's blocking progress
- HR policy scan: Spot any outdated, confusing or inconsistent docs and fix the obvious stuff
- Data dip: Review turnover or absence trends to find early red flags
- Visible accessibility: Create open-door chats or coffee drop-ins to build rapport quickly

### **Longer-Term Moves to Start:**

- Begin mapping stakeholder expectations and pressure points
- Build a working understanding of how HR currently serves business strategy
- Start collecting insights for a future cultural or engagement refresh

### **Good Strategies:**

- Co-create clarity: Invite your team and peers to help define what "success" looks like in HR
- Shadow the business: Join team huddles, ops reviews or client walkthroughs to learn fast
- Map influence lines: Understand formal and informal power networks across departments

### **Things to Avoid:**

- Don't push big policy changes in week one, it signals control before trust
- Avoid assumptions based on your last company, every culture is unique
- Too much too quickly - visibility builds trust faster than perfection



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## **Month 2: Strategise, Align & Add Value**

With initial insights in hand, you can now begin shaping strategy and gaining buy-in for new initiatives.

### **Quick Wins to Target:**

- Workforce Planning Snapshot: Share a high-level review of headcount trends, attrition hotspots and succession risks, spark strategic dialogue with leaders.
- Policy Fix or Streamline: Identify one outdated or unclear HR policy (e.g. expenses, remote working) and simplify or clarify it - instant credibility boost.
- Feedback loop: Launch a short, engaging pulse survey - ask, listen, respond
- Mini EVP Tune-Up: Run a quick audit of job ads and careers content suggesting some enhancements that better reflect the employee experience and values

### **Longer-Term Moves to Start:**

- Set 2–3 SMART goals that align HR actions with the business plan
- Begin drafting your strategic HR roadmap: engagement, recruitment, culture
- Explore tools or tech upgrades to simplify workflows and boost data insights

### **Good Strategies:**

- Bridge-building: Run joint sessions with other departments (e.g. ops, marketing) to link HR to their priorities
- Quick pilot mindset: Trial ideas in small groups - track results and iterate fast
- Visibility wins: Use comms channels (e.g. internal updates or videos) to share what HR's doing and why

### **Things to Avoid:**

- Don't get bogged down in choosing the "perfect" system—focus on what's fit-for-purpose
- Avoid setting goals without clear success criteria or timelines
- Don't work in isolation—strategic HR must be co-created across the business



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## **Month 3: Implement, Communicate & Empower**

Now it's about momentum - making your plans real, celebrating wins and creating enduring credibility.

### **Quick Wins to Target:**

- Finalise and launch 1–2 visible changes, e.g. updated policies, new recognition programme
- Host a stakeholder update session with progress, plans and metrics
- Celebrate a team or department that's shown HR collaboration success

### **Longer-Term Moves to Cement:**

- Establish monthly reporting rituals (dashboard or written updates to SLT)
- Embed new initiatives with feedback loops and iteration built in
- Identify rising talent in your team or business - start growth conversations

### **Good Strategies:**

- Champion change: Be the advocate who helps others navigate transformation
- Keep listening: Don't lose the curiosity - set quarterly feedback checkpoints
- Humanise HR: Build connections beyond transactional support

### **Things to Avoid:**

- Don't implement without explaining the "why" behind change - context builds confidence
- Avoid overpromising - transparency around scope and timeline earns trust
- Don't sideline wellbeing or development - it's strategic, not soft

At **The Talent Place**, we specialise in empowering HR leaders stepping into new roles - providing targeted coaching that accelerates their impact from day one. From strategic onboarding to sustained performance coaching, we help HR professionals thrive, drive change, and deliver measurable value.

Whilst we offer bespoke solutions, click below to view our standard packages.