



Top Five for 2025: Integrating the Best HR Strategic Planning Steps

*Presented for MSU Small Business Webinar Series 2025
Thursday, January 9, 2025
11:00 am MST*

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Qualifiable for 1.0 CEUs per deliverable hour

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About Me... Deborah Jenkins, SHRM-CP, PHR

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Education

- BS Degree, Human Resource Management – Park University
- AS Degree, Accounting – University of Great Falls

Certifications

- Authorized Everything DiSC® Partner and Certified Trainer
- John C. Maxwell Leadership Team Speaker, Trainer, Coach
- Human Resource Certification Institute (HRCI) - Professional in Human Resources (PHR)
- Society for Human Resource Management (SHRM) - Certified Professional (SHRM-CP), Employing Abilities @Work – SHRM

Experience

- Business Owner | CEO | Business and Leadership Consultant since 2013
- 25+ years real-world, all encompassing, corporate employment in a plethora of industries
 - Human Resource and Accounting Professional
 - Training and Development Specialist
 - Coach, Advisor, Professor, Instructor (Physical Fitness>Mind Fitness)
- Community Involvement:
 - Board of Directors: Society for Human Resources(SHRM) Great Falls and Montana, Toastmasters, Paris Gibson Square Museum
 - Member: Great Falls Chamber of Commerce, National and Local SHRM , Toastmasters
 - Volunteer: SHRM, WYCA, MS, Toastmasters, SBDC, GFCC, JSEC, Leadership Highschool, GFPS, Paris Gibson Square Museum, Church

Personal

- Loves the outdoors, gardening, camping, traveling, golfing, hiking, Sea-Doo's and ATV adventures, campfires
- **4th Gen. Montanan, CS DiSC® Style, Pisces, Lefty, American Football Fan - MSU Bobcat and NFL Steelers**



Disclaimer

Please note that the information provided, while authoritative, is not guaranteed for accuracy and legality. Employment laws and regulations vary from state to state and country to country. Please seek legal assistance from the state, federal, or international governmental resources, to make certain your legal interpretation and decisions are correct for your location. This information is for guidance, ideas, and assistance.

General Ask

1. Presence: set aside distractions
2. Self care: sit, stand, stretch, eat, drink, exit as needed
3. Stay on task: topic focused
4. Safe zone: with respect, non-judgement, and opinion acceptance
5. Inclusion: all voices matter, share thoughts and questions



Objectives

- Examine annual HR strategic planning steps
- Explore the top 5 HR areas to review
- Determine your organizations top HR priorities
- Discover best practices that are right for your organization
- Understand where to go for more information

Outline

1. HR Strategic Planning **Steps**
2. Top 5 HR Areas of Strategic Considerations
 - Recap
 - Call to Action

HR Strategic Planning Steps

- Step 1: Prioritize
- Step 2: Pace
- Step 3: Research
- Step 4: Collaborate
- Step 5: Compromise
- Step 6: Communicate



HR Area 1: Law Changes

- Understand Legislative Changes – Federal, State, Local
 - [DOL.gov](https://www.dol.gov)
 - [MT.gov](https://www.mt.gov)
 - [SHRM.org](https://www.shrm.org)
- Review, Update, Distribute
 - Employee Handbook
 - Policies, Processes and Procedures



HR Area 2: Budget

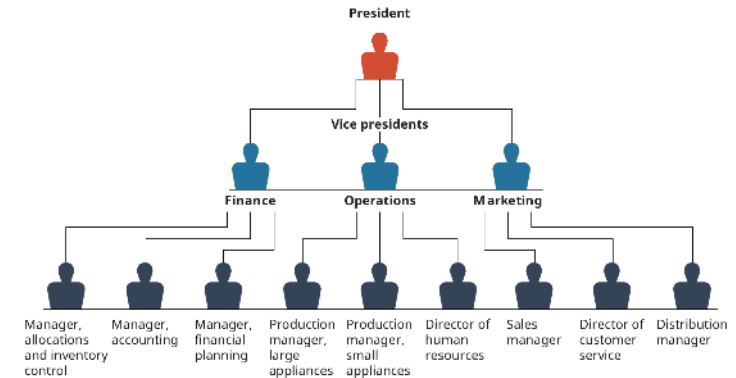
- Participate in Establishing
 - Work your Way to “The Table”
- Review and Understand
 - Profit Change Factors – Sales, Product Costs
 - Ask Questions
- Follow for Spending Decisions
 - Cost Changes for Benefits – Insurance, Fees, Commissions
 - Raises, Bonuses, Benefits
 - Staffing Decisions



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HR Area 3: Staffing Strategy

- Determine Staffing Needs
- Terminate Employment as Deemed Necessary
- Review, Update, and Communicate:
 - Organizational Chart
 - Job Descriptions
 - Wages
- Recruit and Retain
 - Understand:
 - The Cost of Employee Turnover
 - Employee Motivators



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HR Area 4: Training and Development

- Prioritize Topics
 - Compliance
 - Technical Skills
 - Leadership Skills
 - Soft Skills
 - Behavioral Skills
- Others and Self
 - Teams
 - Individuals



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HR Area 5: Communicate Widely

- Effective and Efficient
 - Verbal or Written
 - Email or Letter
- Tactful and Appropriate
 - Individual or Group
 - Transparent or Confidential
- Inclusion Matters
 - Moral and Non-Discrimination
 - Checkoff Lists



Recap

- HR Strategic Planning **Steps**
 1. Prioritize
 2. Pace
 3. Research
 4. Collaborate
 5. Compromise
 6. Communicate
- Top 5 HR Areas of Strategic Considerations
 1. Law Changes
 2. Budget
 3. Staffing Strategy
 4. Training and Development
 5. Communicate Widely

Call to Action

1. Do your Homework on Law Changes/Current Compliance
2. Review, Revise, and Communicate Documents and Processes
3. Set and Follow Your Budget
4. Determine Staffing Needs
5. Decide on Your Training and Development Program
6. Communicate Widely with Follow-up Through Accountability

Thank You!



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Let's Connect!



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