

Areas of HR	by End 12/20	Q12021	Q202021	Q32021	Q42021	budget
Recruiting/ candidate experience (Company's EVP)						
JD's templates						
Recruiting process flow from Budget to hire						
Recruiting channels and resources						
Branding in the social channels including candidate message package						
standard questionnaire format						
Interview training						
Ref. check form						
Thank you mail for rejections						
Internal Communication routines						
1/1's						
comp. meetings						
Management meeting routines - agenda and duration		Jan				
Company culture surveys						
Annual Summit (sales/ leadership/ strategy kickoff)		Feb-March				
RACI and goal setting						
Individual's R&R for each position in the company						
Company's BU structure and interfaces						
HR dash board- KPI measurement						
BU dash board						
Company's dashboard						
Personal Dev needs and training						
Performance management process						
Personal development goals setting for managers and employees/ Internal mobility						
Employees training (soft skills and hard skills)						
R&D team building						
Management team building						
management team building						
Mid Level management program and development						
leadership summit						
QBR's						

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Strategic off sites: Bussiness/ Brand/People/Culture						
Company values						
Employee expereince/ The personal touch						
on boarding process and expereince						
Personal events						
Company events						
Virtual Happy hours (once a month)						
Holidays and national days						
Celebrate success rituals						
off boarding process (give-away)						
On going 1/1's with employees						
Compensation and Benefits						
Define the C&B strategy						
Review salaries according to company's strategy						
Building Bonus program for special efforts						
Learn the sales Incentive plan/ leadership program						
Options plan?						
Ten-Biss						
Employee terms						
personal + holiday calander						