<table>
<thead>
<tr>
<th>Plan</th>
<th>Put it in writing. Develop a SWOT and a Strategic plan. Define your strategic objectives. Assess the organization’s environment and mission, and identify HR requirements based on the business strategy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor</td>
<td>Put key metrics in place based on the plan, and monitor them regularly. Compare your existing HR inventory using numbers, characteristics, and practices with future requirements.</td>
</tr>
<tr>
<td>Level</td>
<td>Reduce status distinctions and barriers between team members.</td>
</tr>
<tr>
<td>Train</td>
<td>To improve retention, train team members extensively by using technology for personalized learning and capitalizing on onboarding.</td>
</tr>
<tr>
<td>Use Technology</td>
<td>Leverage appropriate software and technology to manage strategic planning and metrics/data.</td>
</tr>
<tr>
<td>Communicate</td>
<td>Share planning, financial, and performance information — transparency supports continued buy-in.</td>
</tr>
<tr>
<td>Innovate</td>
<td>Continuously improve and invent new processes.</td>
</tr>
</tbody>
</table>