



**NEW
DAWN
RESOURCES**



PROFESSIONAL SERVICES

**HR Diagnostic
Report &
People Strategy**



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INTRODUCTION

The purpose of an HR diagnostic report is to provide a structured, evidence-based assessment of the current state of an organisation's human resources function and workforce. The assessment is then used to provide a **strategic, forward-looking plan** that aligns HR initiatives with the organisation's business objectives, ensuring that people, processes, and systems are effectively leveraged to drive growth and performance. It acts as a blueprint for prioritising and sequencing HR actions over time.

The analysis follows a structured framework:

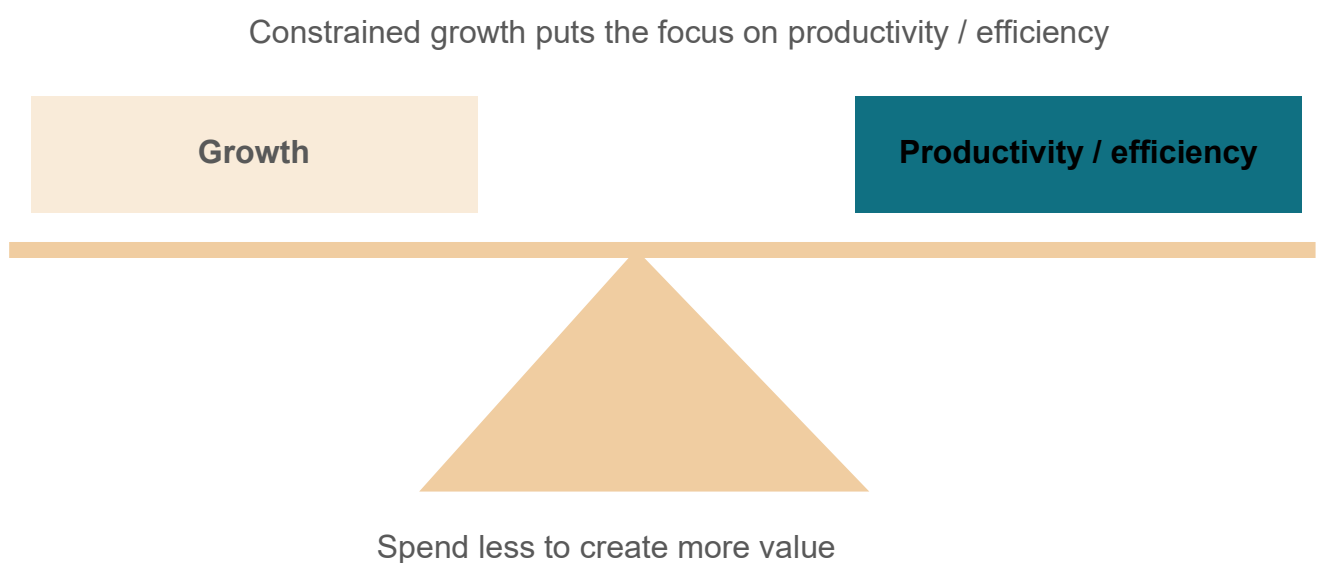
Data Collection:

- Document review: policies, procedures, organisational charts, HR reports.
- Quantitative analysis: workforce and HR metrics (turnover, engagement scores, performance ratings, etc.).
- Qualitative assessment: leadership interviews, employee focus groups, feedback surveys.
- Benchmarking: comparison with industry best practices and sector standards.

Reporting Approach:

- Combine quantitative and qualitative insights to identify trends and gaps.
- Assign standardised ratings (e.g. red / amber / green) for each area.
- Provide prioritised, actionable recommendations.
- Present findings visually for clarity and executive readability.

The gaps in this document are for your notes and insights.



1. EXECUTIVE SUMMARY

The HR diagnostic report provides a clear, evidence-based snapshot of your workforce and HR function, highlighting strengths, gaps, and risks. It turns HR data into actionable insights, helping leaders make informed decisions on talent, culture, and organisational performance.

By identifying areas for improvement, benchmarking against best practices, and aligning HR initiatives with business strategy, it ensures we optimise your people resources, mitigate risks, and drive sustainable growth.

Key Messages:

- Overall organisational health rating.
- Workforce stability and capability snapshot.
- Urgent issues requiring intervention.
- Strategic opportunities for value creation.

S.W.O.T ANALYSIS



2. WORKFORCE OVERVIEW

2.1 Headcount & Composition:

- Total headcount (full time equivalent (FTE), contractor, temporary).
- Distribution by department / region.
- Diversity metrics (gender, ethnicity, age bands, etc.)
- Organisational structure overview.

2.2 Talent Pipeline & Mobility:

- Internal mobility rate.
- Time-to-fill for critical roles.
- Bench strength (succession readiness).
- Vacancy hotspots.

3. ENGAGEMENT & CULTURE

3.1 Engagement Index:

- Current engagement score vs. prior year.
- Top drivers (positive / negative).
- Participation rates.

3.2 Culture Health Indicators:

- Psychological safety.
- Leadership trust.
- Collaboration effectiveness.
- Ethical climate & values alignment.

3.3 Employee Relations Climate:

- Grievances / complaints trends.
- Workplace investigations.
- Absenteeism and presenteeism insights.

4. PERFORMANCE & PRODUCTIVITY

4.1 Performance Distribution:

- % of high, solid, low performers.
- Calibration process maturity.
- Alignment to business goals.

4.2 Productivity Indicators:

- Output per full time equivalent employee.
- Utilisation rates.
- Productivity inhibitors (tools, processes, skills gaps).

5. TALENT ACQUISITION

5.1 Recruiting Effectiveness:

- Time-to-hire.
- Cost-per-hire.
- Quality-of-hire metrics.
- Offer acceptance rate.

5.2 Market Positioning:

- Employer brand strength.
- Competitive hiring challenges.
- Candidate experience score.

6. LEARNING & DEVELOPMENT

6.1 Capability Gaps:

- Critical skills shortages.
- Future skills readiness.
- Manager capability assessment.

6.2 Learning Investments:

- Learning & Development (L&D) spend per employee.
- Training effectiveness (net promotor scores, impact scores).

7. COMPENSATION & BENEFITS

7.1 Pay Health:

- Compensation competitiveness vs. market.
- Pay-equity analysis.
- Incentive plan effectiveness.

7.2 Benefits Utilisation:

- Participation in core benefits.
- Wellness programme effectiveness.
- Retirement readiness indicators.

8. HR OPERATIONS & TECHNOLOGY

8.1 Process Efficiency:

- HR service levels (ticket response times, HR helpdesk metrics).
- Payroll accuracy.
- Compliance audit outcomes.

8.2 Technology Landscape:

- HR information software performance assessment.
- Automation maturity.
- Data and reporting capabilities.

9. RISK & COMPLIANCE REVIEW

9.1 Accreditations:

- Great Place To Work.
- Best Companies Index.
- Disability Confident.
- Inclusive Employers.
- Investors in People.

9.2 Risk factors:

- Regulatory compliance status.
- Policy gaps.
- Safety incidents.
- Data privacy maturity.

10. HR STRATEGY ROADMAP

10.1 Strategic Priorities:

1. Workforce planning modernisation.
2. Leadership development transformation.
3. Culture and engagement improvements.
4. Technology and data modernisation.
5. Total rewards competitiveness initiative.

10.2 Expected Outcomes:

- Improved productivity.
- Reduced turnover.
- Strengthened leadership bench.
- Cost efficiencies.
- Higher engagement and trust.