



2023 HR Calendar Monthly Reminders

Between navigating the economic downturn, addressing employee attraction and retention struggles, and balancing day-to-day operations, 2023 will likely be a busy and challenging year for HR professionals. So, now is the time for HR teams to prepare their organizations and employees for 2023. Creating a calendar will allow HR professionals to be more organized and productive throughout the year.

HR teams must often prioritize certain activities, such as ensuring organizational compliance, overseeing training and development, and developing compensation and benefits strategies, making it difficult to actively focus on other workplace initiatives and improvements. However, HR professionals don't need to tackle all these tasks at the same time.

By taking a step back and establishing priorities, HR teams can strategically approach this year's activities.

THIS CALENDAR IS A SPRINGBOARD FOR HR PROFESSIONALS

Providing a topic or activity to consider visiting each month of 2023

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Perform a general HR audit and plan key initiatives for 2023.	Evaluate employee retention and turnover rates and consider new attraction and retention strategies.	Assess existing workforce skills gaps and review upskilling and development strategies.	Analyze performance management practices and establish this year's initiatives.	Consider or revisit diversity, equity, inclusion and belonging initiatives and evaluate progress.	Review and update the employee handbook and employment policies.

COMMERCIAL INSURANCE

EMPLOYEE BENEFITS

PERSONAL INSURANCE

RISK MANAGEMENT

SURETY



HR CALENDAR CONTINUED

Providing a topic or activity to consider visiting each month of 2023

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Examine how automation and HR technology can be leveraged to create efficiencies.	Begin planning for 2023's open enrollment season.	Generate compensation and recruiting strategies for 2024.	Conduct an annual employee engagement survey.	Focus on open enrollment efforts, and consider key takeaways from this year's process.	Establish the HR budget for 2024.

