**STEP 1:**Study the provided data set. Write one or two sentences outlining the key takeaways.

* Có sự sụt giảm nhân lực ở “Retained from prior quarter” từ 22 – 5. Lượng người ở “Resignations”, “Re-hires” tăng cao
* Lượng người ở “Transfers out”, “Involutary terminations”, “New hires”, “Transfers in” không có sự thay đổi nhiều

**STEP 2:** On a blank piece of paper, describe or sketch 3-4 different ways you could show this data, such that the key takeaways would be obvious to the CEO.

* Dùng biểu đồ thanh
* Dùng barchart
* Dùng scatter chart

**STEP 3:** From your initial ideas, select the approach that you feel would be the most effective. Create that chart or charts in the graphing tool of your choice. Be sure to add a meaningful chart title, data labels, and annotations to help support your message. 