



# Development Plan & Focus

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Comment:



# Development Plan & Focus

Key Objectives	Focus of Practice	Aspect to Develop	Milestones	Due Date	Measurements
<b>Strategic Direction</b>					
Get agreement on strategy	Spend more time listening	Relationships	Agreement Achieved	08/19/2001	Agreement reached
	Present paper at next executive meeting	Strategic Thinking			
Align other departments	Set interdepartmental coordination team	Relationships	First interdepartmental meeting	07/11/2001	
	Attend Finance department summit	Communication	Final Approval	08/13/2001	
		Presentation Skills			
<b>Project Delivery</b>					
Hit delivery targets	Improve time management	Resource Allocation	First delivery due date	08/31/2001	Target hit for qtr 1
	Learn how to operate software	Time Management	System Automation up and running	09/18/2001	Targets hit over 2 quarters Targets hit over 1 year
Variances no more than 5%	Schedule weekly variance review	Financial Planning Skills	Achieve 7%	10/03/2001	Variance level falling
	Reduce production downtime by 2.5%		Achieve 5%	12/31/2001	Stable variances achieved
<b>Job Performance</b>					
Achieve quarter 1 results	Come to work	Getting things Done			Results achieved
	Hire 2 new sales people	Handling Problems			
Win Presidents Award	Take compromising photos of CFO	Competence Development	Achieve short list	10/24/2001	On shortlist
	Make sure application is submitted on time	Potential Development	Final selection	11/15/2001	Winner!!!
<b>Organizational Change</b>					
Restructure sales force	Setup strategy planning session	Handling Problems	First phase	10/02/2001	Plan in place
	Role profile regional sales roles	Relationships	Final phase	12/03/2001	Implementation completed
Merge Miami and Orlando offices	Agreed communciation plan	Handling Problems	Systems merged	08/29/2001	Offices merged
	Review lease arrangements	Relationships	Miami office closed	11/01/2001	Retention of all staff
	Discuss relocation terms with HR				
<b>Team Building</b>					

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<b>Team Building</b>					
Organize a team retreat	Pick location	Getting Things Done	Retreat held by	11/20/2001	Retreat held
	Agree on agenda	Relationships			
	Select facilitator				
Establish team mission statement	Canvas views and opinions	Creative Thinking	Working group set up	08/16/2001	Statement agreed
	Conduct brainstorming session	Exercising Judgement	First draft ready by	09/24/2001	Statement published
				Final draft agreed by	10/31/2001
Profile team values	Hire NSP	Processing Information	Data collected by	10/12/2001	Profiling completed
	Set up time tables	Relationships	Team review meeting by	11/01/2001	Linked to development planning
				Report back by	11/30/2001
<b>Growth Creation</b>					
Introduce 2 new projects in financial year	Establish project team	Thinking Creatively	First product launched by	12/03/2001	Products in production
	Set up market research	Exercising Judgement	Second product launched by	12/31/2001	Products profitable
	Talk with head of R&D	Handling Problems	Profitability achieved by	03/29/2002	
Open new office in Toronto	Scout locations	Getting Things Done	Office working by	02/01/2002	Office opened
	Prepare recruitment advertising	Relationships			Full staffing achieved
	Appoint office manager				
<b>People Development</b>					
Profile whole team	Arrange with NSP	Processing Information	Completed by	12/03/2001	Profiling completed DPFs completed Training programs in place
Establish development plans	Hold team review meeting	Processing Information	Plans in place by	01/31/2002	Plans submitted
	Invite input from HR	Exercising Judgement			Plans implemented
	Prepare DPF	Relationships			
Introduce educational reimbursement program	Agree terms with HR	Thinking Creatively	Scheme operative by	03/01/2002	Program design completed
	Establish agreed list of participants	Handling Problems			Cleared by HR Full implementation
<b>Career Advancement</b>					
Attend top executive development program	Arrange dates	Getting Things Done	Attend by	03/01/2002	Program completed
	Begin pre-reading				
Achieve Vice President level	Get promoted	Competence Development	Gain boss's support by	11/01/2001	Got there!!
	Be very nice to CEO's admin assistant	Relationships	Win promotion by	01/01/2002	
<b>Work/Life Balance</b>					
Take a long vacation			Fix vacation date by	09/03/2001	Did it! Enjoyed it!

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<b>Work/Life Balance</b>					
Reduce working hours by 5%			Reduce by 1%	08/31/2001	See more of my family
			Reduce by 2.5%	10/01/2001	
			Reduce by 5%	12/03/2001	