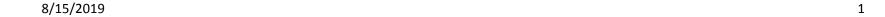
NOTE: This is a sample of a fairly detailed workplan that is geared towards a work unit – it includes estimated work hours needed for several staff. It can also be created for just one individual or leader/manager.

GOALS FOR THE YEAR:

- Reach desired connection with CMO and SMT
- Attain desired connection with management (body as whole)
- Tighten connection with RMTs
- Collaborate with Operations Managers to meet our mutual goals
- Develop leaders as per CMO priority, interest
- Design learning activities to help individuals achieve the strategic goals of the organization (S. Gill)
- Work toward this department-wide: Teams understand the vision and mission of the organization; teams are continually evaluating themselves on the basis of achieving organizational goals; teams try to learn from experience (S. Gill)
- · Develop training staff at DNR by offering instructional design, train the trainer and content development software training
- Continue to develop learning infrastructure (Content development software to develop online training, M-learning and Webinars)



Name: xxxx
Position: OD & Learning Manager
Period covered: xxxxx

CATEGORY	INITIATIVE	OBJECTIVE	TIMEFRAME	RESOURCES REQUIRED EG/ SS/ KU	MEASURES/ OUTCOMES
Communications and marketing	Ongoing needs assessments	Articulate clearly what the L & D/ OD needs of the department are	On-going	15 15 15 =45	Divisions report OD is filling their identified needs
	Establish ourselves as partners with each regions	 Communicate directly in person with RMTs by visiting each region one time per/year Communicate directly in person with Ops. Mgrs 	On-going	20 20 20 8 8 8 =84	RMTs visited once per year Ops. Mgrs meeting at least 3-4 times per year
	Current information and materials	OD Intranet pages Clear tri-fold brochure of work and services Notices in employee newsletter	Daily/Weekly By fall Bi-Monthly	20 20 20 20 20 10	Revised and updated regularly Updates in newsletter about 3-8x/year
				12 8 16 =146	Brochure created and copied
Governance/ Support	Put guidance for L & D in to place	 Inaugurate DNR learning council Communicate new APs Coordination of training resources department-wide 	Fall, 2011	20 10 10 10 10 10 =70	Learning council established Administrative Procedures in place
Learning and Development	New courses/other learning offerings	 Develop training staff at DNR by offering instructional design, train the trainer content development software training ELM user training Coordinate Skillsoft elearning 	Launch Fall/Winter '11/'12, then on- going	40 0 50 10 0 60 10 10 60	Training network established Develop train-the-trainer program Run train-the-trainer sessions
		program Coordinate Century College PPLP program	August on	150 150 300 30 20 20	50% of divisions using ELM by FY end

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Leadership development	Develop mentoring program	Fall/Winter	40 =1060 30	5 20	30	Mentoring program is
Leadership development	StructureTrain mentorsSolicit mentees	'11/'12	30		30	known to all staff Integrate in to NEO Train-the-trainer sessions
	 Team Lead Webinar series Complete session delivery Sessions recorded and posted in ELM 	Summer/ Fall '11	160	40 80	30 80	Staff know what competencies and/or Body of Know. Is
	 Placeholder for leadership-focused work directed by CMO Create curriculum plan for ldr levels 	Undetermined	30	30	30	expected for them to know and have paths for learning about them
			=562			
Management development	 Establish and communicate recommended management development curriculum/body of knowledge 	On-going	30	30	20	Managers know what core Body of Knowledge is expected from them and see paths for learning
			=80			
Supervisory development	Deliver "New Supervisor Orientation""Bridging the Gap for Newer	Launch in Nov.	140	230	150	Revisions piloted, evaluated by facilitators
development	Supervisors" Design, develop, pilot 3-hr. "Exploring	Launch in Nov.	30	80	30	and participants – use levels 1,2,3
	Supervision" offering Work with HR-ES on HR training	Launch in	10	40	60	10,010 1,2,0
	Graphic design – map for all supervisory development		40	40	40	
			=850			
Requests for L & D resources	 Research and compile resources, vendors, contacts for staff requesting training Prepare, distribute, coordinate 	On-going	80	30	20	■ DNR employees have resources to do their jobs – can get learning and development options
	department-wide communications on OD/leadership/strategic direction and related topics		10	40	10	at the time and place of need

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				=190	
	Mandatory training	 Monitor NEO, CORE (MAD) completion Will move to ELM - automated 	On-going	40 =40	■ Employees in compliance with requirements
Organization Development	Management Coaching	Provide counsel, tools, resources to supervisors and managers as requested	On-going	40 30 20 =90	
	On-going support – variety of OD interventions	 Provide counsel, tools, resources to enable greatest productivity at individual, group, whole-organization levels Partner with consultant to design new Operations Services Division Implement CORE findings 	On-going	150 100 50 150 150 50 50 =700	Perform work as specified in OD service-level agreements with clients (specific projects will have unique measures of success)
Internal HR	Partner with employment services	 Attend weekly meetings as appropriate Collaborate on organizational needs NEO online? 		8 8 8 4 4 4 10 40 50 =136	Meetings attended 4 x/ year
	Partner with investigators	Discussing common problems or root causes for investigations		4 6 6	OD solutions match real problems and address real gaps in DNR workplace learning

4069 total work hours represented

Available: $2088 - 10\% = 1880 \times 3$ FTEs = 5640 without sick/vacation time removed.

2019 Work Plan

Name: xxxx Supervisor: xxxxx

CATEGORY	INITIATIVE	OBJECTIVE	TIMEFRAME	RESOURCES REQUIRED	MEASURES/ OUTCOMES