

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)

OD Unit: FY 2019-2020 Goal Setting and Work Planning Session

Name: xxxx

Position: OD & Learning Manager

Supervisor: xxxxx

Period covered: xxxxx

CATEGORY	INITIATIVE	OBJECTIVE	TIMEFRAME	RESOURCES REQUIRED EG/ SS/ KU	MEASURES/ OUTCOMES
Communications and marketing	Ongoing needs assessments	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 12 8 16 =146	<ul style="list-style-type: none"> Revised and updated regularly Updates in newsletter about 3-8x/year Brochure created and copied
Governance/ Support	Put guidance for L & D in to place	<ul style="list-style-type: none"> Inaugurate DNR learning council Communicate new APs Coordination of training resources department-wide 	Fall, 2011	20 10 10 10 10 10 =70	<ul style="list-style-type: none"> Learning council established Administrative Procedures in place
Learning and Development	New courses/other learning offerings	<ul style="list-style-type: none"> Develop training staff at DNR by offering instructional design, train the trainer content development software training ELM user training Coordinate Skillsoft elearning program Coordinate Century College PPLP program 	Launch Fall/Winter '11/'12, then on-going August on . . . August on . . .	40 0 50 10 0 60 10 10 60 150 150 300 30 20 20	<ul style="list-style-type: none"> Training network established Develop train-the-trainer program Run train-the-trainer sessions 50% of divisions using ELM by FY end

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				40	5	5	
				=1060			
	Leadership development	<ul style="list-style-type: none"> • Develop mentoring program <ul style="list-style-type: none"> ○ Structure ○ Train mentors ○ Solicit mentees • Team Lead Webinar series <ul style="list-style-type: none"> ○ Complete session delivery ○ Sessions recorded and posted in ELM ▪ Placeholder for leadership-focused work directed by CMO ▪ Create curriculum plan for ldr levels 	Fall/Winter '11/'12 Summer/ Fall '11 Undetermined	30	20	30	Mentoring program is known to all staff Integrate in to NEO Train-the-trainer sessions Staff know what competencies and/or Body of Know. Is expected for them to know and have paths for learning about them
				2	40	30	
				160	80	80	
				30	30	30	
				=562			
	Management development	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Deliver "New Supervisor Orientation" ▪ "Bridging the Gap for Newer Supervisors" ▪ Design, develop, pilot 3-hr. "Exploring Supervision" offering ▪ Work with HR-ES on HR training ▪ Graphic design – map for all supervisory development 	Launch in Nov. Launch in Nov. Launch in	140	230	150	<ul style="list-style-type: none"> ▪ Revisions piloted, evaluated by facilitators and participants – use levels 1,2,3
				30	80	30	
				10	40	60	
				40	40	40	
				=850			
	Requests for L & D resources	<ul style="list-style-type: none"> ▪ Research and compile resources, vendors, contacts for staff requesting training ▪ Prepare, distribute, coordinate department-wide communications on OD/leadership/strategic direction and related topics 	On-going	80	30	20	<ul style="list-style-type: none"> ▪ DNR employees have resources to do their jobs – can get learning and development options at the time and place of need
				10	40	10	

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				=190	
	Mandatory training	<ul style="list-style-type: none"> Monitor NEO, CORE (MAD) completion Will move to ELM - automated 	On-going	40 =40	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Discussing common problems or root causes for investigations 		4 6 6 =16	OD solutions match real problems and address real gaps in DNR workplace learning

4069 total work hours represented

Available: 2088 – 10% = 1880 x 3 FTEs = 5640 without sick/vacation time removed.

