

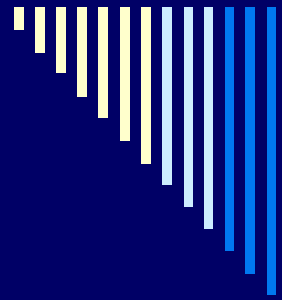
Strategic Planning: Personal, Company and Peer Career Development

Personal Career Management and Planning

Inspiring Your Career
Empowering Your Life

1/25/2011

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Agenda

- ❑ What is Strategic Planning?
- ❑ What is Career Development?
- ❑ How do Strategic Planning and Career Development intertwine?
- ❑ Developing a Strategic Plan
- ❑ Develop an Individual Development Plan
- ❑ Implement an Individual Development Plan
- ❑ Next Steps - Get More Details



What is Strategic Planning?

□ Strategic Planning

- Definition
- Analysis
 - SWOT
 - STEER
 - EPISTEL
 - PEST



3 to 5 year plan



Strategic Planning Questions

- Strategic Planning
 - What do we do?
 - For whom do we do it?
 - How do we excel?





What is Career Development?

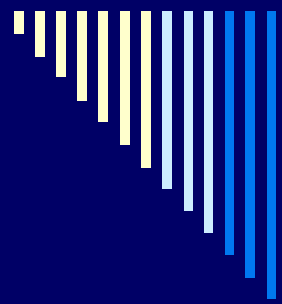
□ Career Development

- An individual development plan
- A learning contract
- Management-by-objectives (MBO)
- A personal “curriculum” for learning
- A plan for personal career advancement
- 3 to 5 year plan

Personal Career Development Questions

- Career Development
 - What do I do?
 - For whom do I do it?
 - How do I excel?





Develop an Individual Development Plan

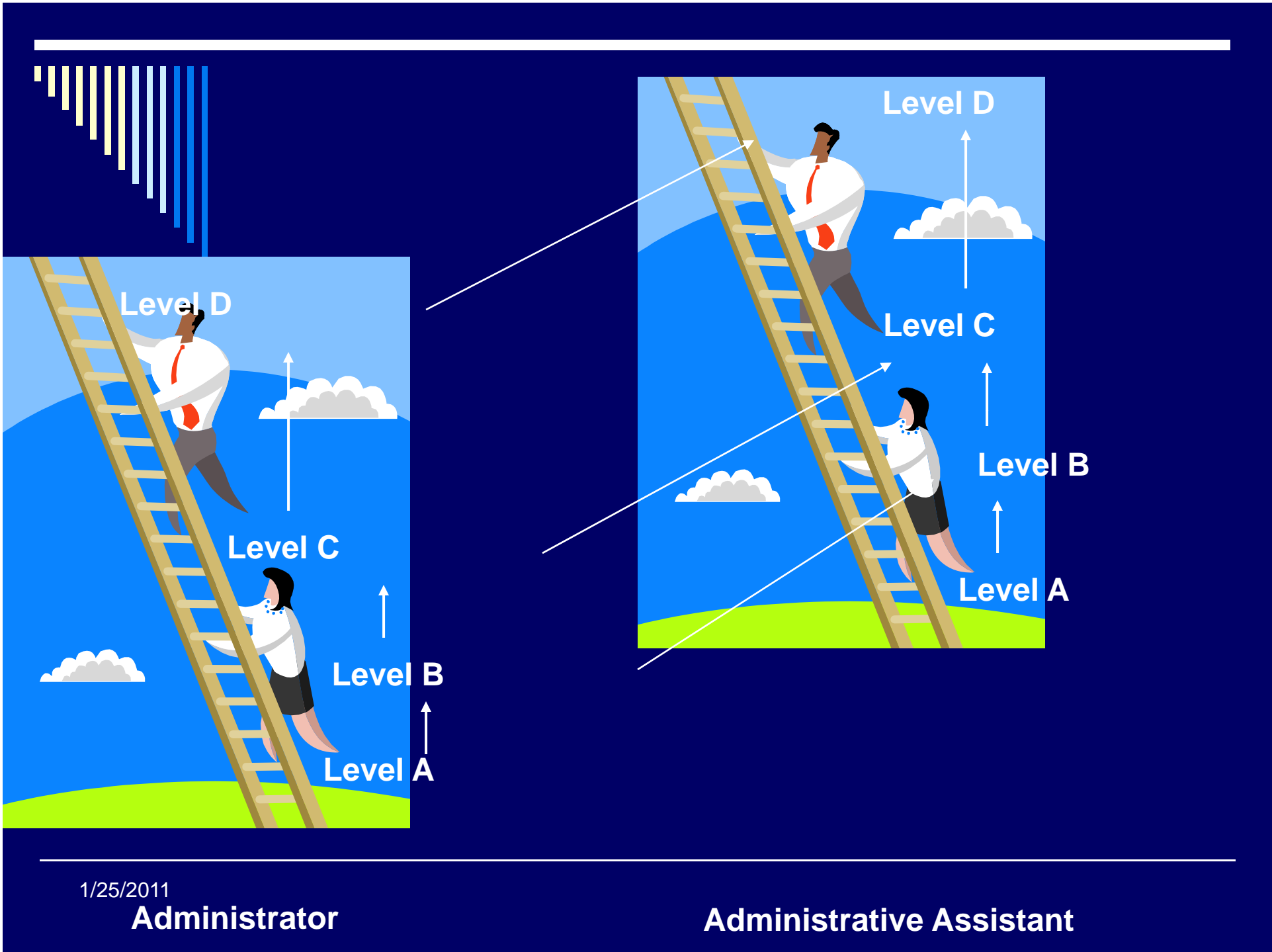
- Assessment
- Goals
- Learning purpose
- Learning objective(s)

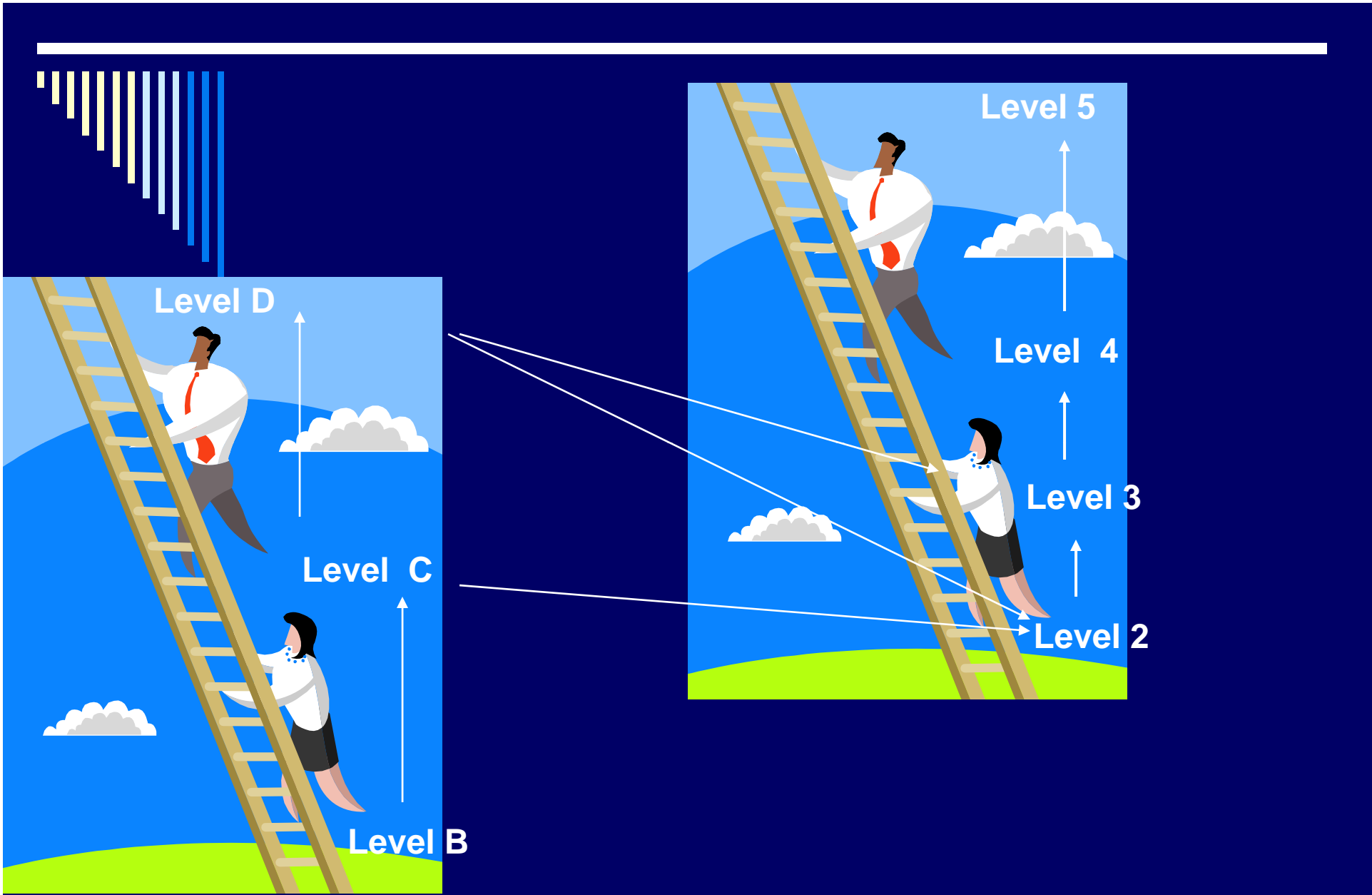


Career Ladder Development

- Develop a career ladder

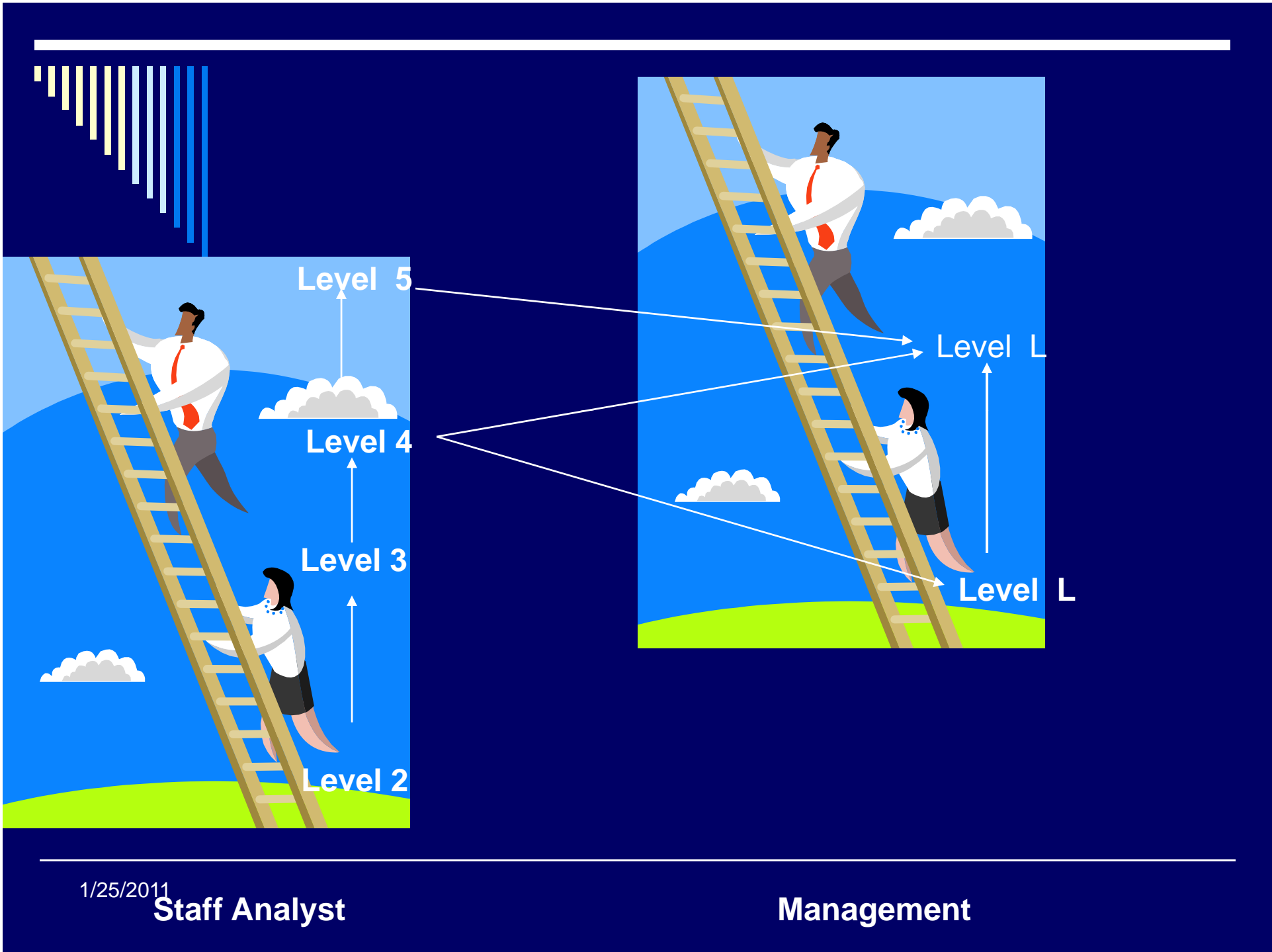






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Administrative Assistance

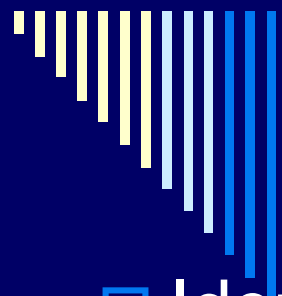
Staff Analyst



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Staff Analyst

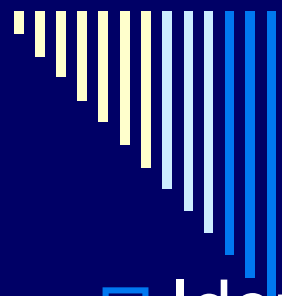
Management



Assessment

□ Identify

- Current Skills
- Knowledge
- Abilities
- Interest



Goals

□ Identify

- New Skills
- Knowledge and Experience you would like to acquire and have



Learning Purpose

- Identify

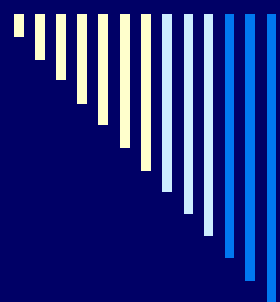
- Gaps between current situation and desired outcome



Learning Objective(s)

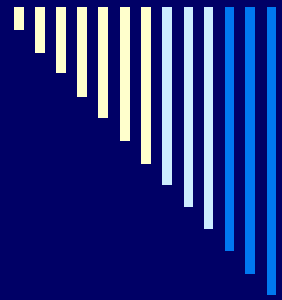
□ Identify

- Skills to acquire or enhance
- Knowledge to acquire or enhance
- Abilities to acquire or enhance



For each objective, identify the following:

- Target date
- Learning strategies
- Learning resources
- Outcomes and products
- Evaluation plan
- Initial feedback and revision
- Summary of results
- Next steps



Target Date

- Identify when you plan to complete the work
- Make a timeline
- Stick to it



Learning Strategies

□ Describe:

- How you plan to do it?
- What process you plan to follow to accomplish the objective?



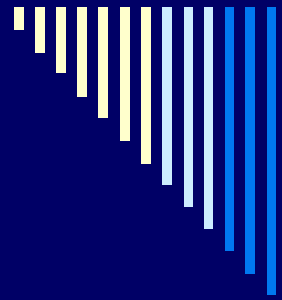
Learning Resources

- List what resources you plan to use to help you
 - Literature
 - Mentors
 - Co-workers
 - Other professionals for networking
 - Vendors or suppliers
 - Classes
 - Technical conferences
 - Professional association involvement
 - Equipment manuals
 - Laboratory trials
 - Production workers
 - Teachers
 - Instructors
 - Internet



Outcomes and Products

- List the evidence you will develop to show the accomplishment of your objectives
 - Example:
 - A log or journal or task of your studies or observations
 - A literature review and bibliographies
 - Written or oral reports
 - Lists of questions
 - Obtaining specific career objectives
 - Others



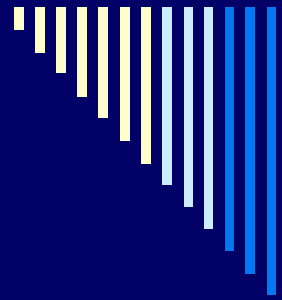
Evaluation Plan

- Describe the method you will use to validate your deliverables.
- What criteria and means will you use to determine success?

Initial Feedback and Revision

- Supervisor
- Mentor
- Peers
- Sponsor



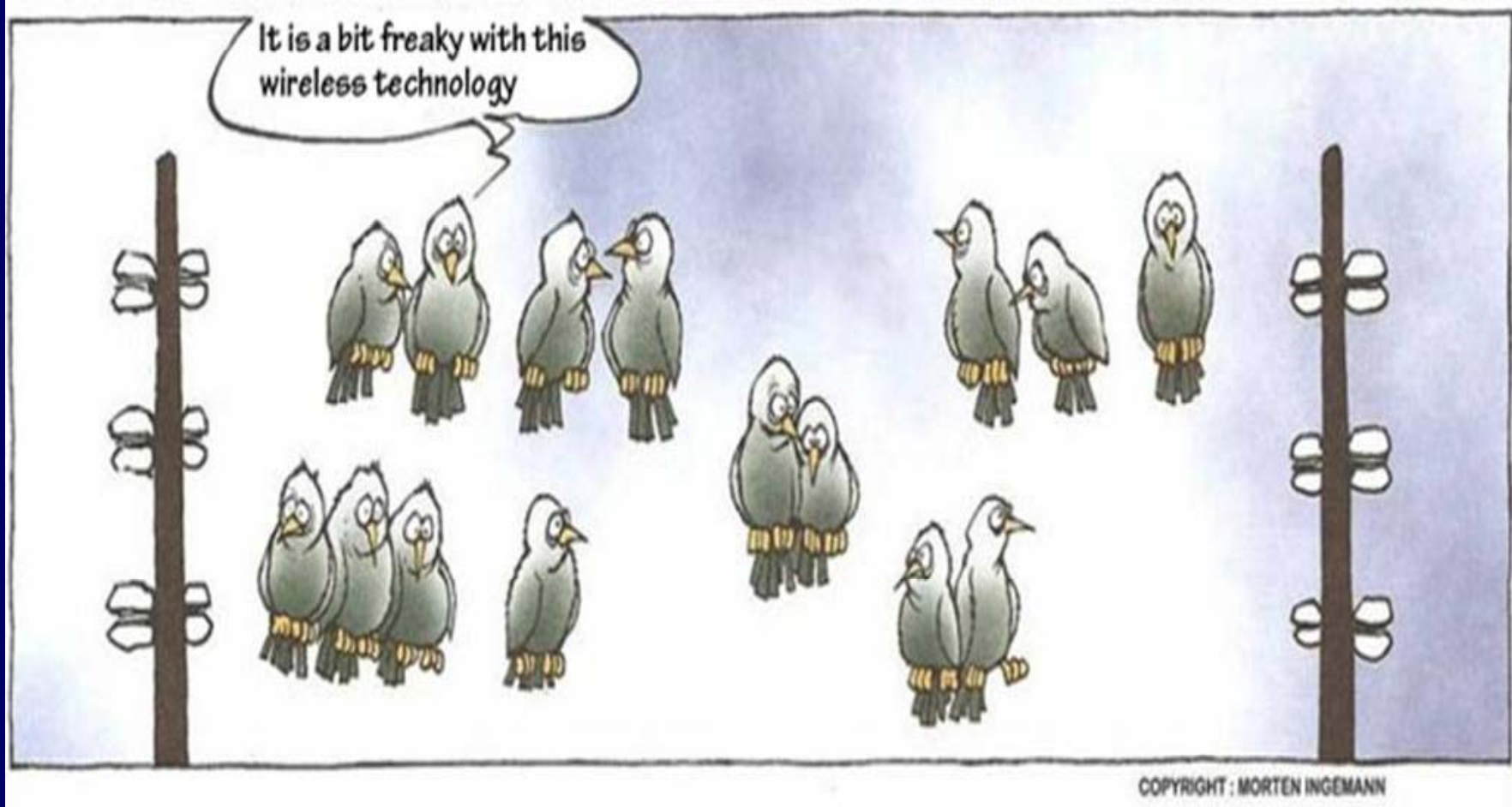


Summary of Results

- Evaluate the success of this activity.
- What insights have you gained?
- What new skills, abilities and knowledge have you acquired?
- What experiences did you have?
- What did you learn from them?
- How do you feel about this process?



Next Steps



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Summary

"Find a job you like and you add five days to every week."

-H. Jackson Brown, Jr





Questions & Answers



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