



Participant Guide



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participant documents

- The Six "P"s of Planning
- What Is Your Vision?
- Making Your Assessment
- Creating SMART Objectives
- Taking Action
- Identifying Resources / Setting the Schedule
- Action Plan for Further Learning

For Preview Purposes Only

The Six "P"s of Planning

Place these six words in the correct order to create a familiar saying about planning:

Prevents

Performance

Planning

Poor

Proper

Prior

Your answer:

What Is Your Vision?

Before creating an action plan, you must first decide what it is you are trying to accomplish with your plan. What is the destination you are trying to reach? What will it look like when you get there?

Set your vision for what the outcome you desire. Paint a word picture describing the future you'd like to see.

My Vision Statement:

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Make Your Assessment

It's important to know where you're headed with your plan. This is your vision. But it's equally important to know where you're starting from – to have a clear understanding of where you are right now in relation to your destination. This involves assessing your strengths and your needs.

Where am I right now, in relation to where I want to be? Are there any outside obstacles to consider in making my plans?

What are some of the **STRENGTHS** I can build on in order to reach my vision?

What are some areas of **NEED** that I might have to address in order to reach my vision?

Creating SMART Objectives

On your way toward your destination – your vision – you should identify objectives you will meet in order to realize your vision.

These objectives should be SMART Objectives. They should be **Specific, Measurable, Achievable, Results Oriented, and Time-Specific.**

In the space below, write an objective for your action plan that meets all of the criteria for a SMART objective:

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Identifying Resources

In the space below, identify the resources (other people, facilities, time, money) that you can turn to for help in completing your action items and achieving your objective.

Setting the Schedule

Return to your "Taking Action" handout and set a schedule for each of the action items. Determine your target date for completing each action step. For steps that might take a long time to complete, consider whether you can identify milestone or interim points for measuring your progress on that item. Record your schedule information with each item.

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Sample Action Plans

<p>Vision: <i>To facilitate a smooth relocation of the department in the next six weeks.</i></p> <p>Assessment: <i>Lots of rumors flying and people are getting worried. Need to get the facts out.</i></p>	<p>Objective: <i>#1. Publish a weekly newsletter communicating current information about the upcoming change and distribute to all staff by Friday of each week.</i></p>	
<p>Actions I will take:</p> <ol style="list-style-type: none"> 1. Interview leaders and gather info. 2. Write articles for newsletter 3. Get photos for newsletter 4. Design newsletter layout 5. Edit articles and write headlines 6. Check for late-breaking news 7. Finalize layout 8. Print newsletters 9. Staple and fold newsletters 10. Distribute newsletters 	<p>People / Resources to help me:</p> <p><i>Shari and Albert</i> <i>Shari and Albert</i> <i>Rubin</i> <i>Larry</i> <i>Larry</i> <i>Shari and Albert</i> <i>Larry</i> <i>Rubin</i> <i>Shari, Albert, Rubin and Larry</i> <i>Shari, Albert, Rubin and Larry</i></p>	<p>Target Dates:</p> <p><i>Completed Tuesday</i> <i>Completed Wednesday</i> <i>Completed Wednesday</i> <i>Completed Wednesday</i> <i>Thursday by noon</i> <i>Thursday by 2:00 pm</i> <i>Thursday by 3:00 pm</i> <i>Thursday by 5:00 pm</i> <i>Friday by 10:00 am</i> <i>Friday by noon</i></p>

<p>Vision: <i>To be promoted to manager of traffic and billing.</i></p> <p>Assessment: <i>I am very detailed-oriented, which is good for this job, but I have trouble managing multiple priorities, which is a requirement of this position. I spend too much time doing bookkeeping detail work my staff could probably learn to handle. I need to delegate better.</i></p>	<p>Objective: <i>#1. Delegate at least 15% of the computer detail work I am currently doing myself to my staff to free up at least one hour per day for management of other projects.</i></p>	
<p>Actions I will take:</p> <ol style="list-style-type: none"> 1. Review the detail work I am currently doing to see what can be appropriately delegated. 2. Meet with staff members to discuss my plan for developing their skills through delegation of some of my work. 3. Schedule a training meeting for all of the staff to teach them the basic MS Excel programming skills they will need to complete the work. 4. Delegate specific assignments to staff members. 5. Follow-up with staff members to review progress on new assignments. 	<p>People / Resources to help me:</p> <p><i>IT Training Library has a good program on MS Excel.</i></p>	<p>Target Dates:</p> <p><i>May 11</i></p> <p><i>May 16</i></p> <p><i>June 3</i></p> <p><i>June 7</i></p> <p><i>June 10</i></p>

Action Plan for Further Learning

Use this page to create your own personalized action plan for further developing your planning skills. Select one to three areas to work on and make your objectives as specific as possible.

Area to work on:	Objective:	
Actions I will take:	People / Resources to help me:	Target Dates:

Area to work on:	Objective:	
Actions I will take:	People / Resources to help me:	Target Dates:

Area to work on:	Objective:	
Actions I will take:	People / Resources to help me:	Target Dates:

