

STRATEGIC PLANNING OUTLINE

KEY STEPS

- ❑ Decide To Be A Policy Board, A Community Change Agent, And An Advocate For Workforce Issues
- ❑ Create A Planning Committee
- ❑ Assemble Committee
- ❑ Create A Mission And Vision
- ❑ Assess Conditions
- ❑ Identify Strategic Objectives And Measures Of Performance
- ❑ Develop Action Plans
- ❑ Implement
- ❑ Track Performance
- ❑ Continuous Improvement Through Reassessment

MEETINGS

[3-4 MEETINGS OF THE PLANNING COMMITTEE TO DEVELOP THE STRATEGIC PLAN (EACH MEETING 4-5 HOURS)]

MEETING ONE-TWO

- ❑ Orientation
- ❑ Rules Of The Road For The Meetings
- ❑ Core Values-Purpose/Mission/Vision
- ❑ Assessment
- ❑ Identify Customer Needs

MEETING THREE-FOUR

- ❑ Identifying And Setting Strategic Goals
- ❑ Identifying Measures
- ❑ Develop Action Plans
- ❑ Develop Implementation And Organizational Plan
- ❑ Wrap-Up

OUTCOMES

DEVELOP THE PLAN THAT WILL SET THE AGENDA FOR THE BOARD FOR THE NEXT THREE-FIVE YEARS

- ❑ Planning Committee Refines Plan With The Board's Executive Committee And Seeks Final Approval From The Full Board
- ❑ The Board's Plan (Agenda) Is Shared With All Community Stakeholder Groups For Endorsements
- ❑ Organize The Board To Do The Work
 - ❑ Standing And Issue Committees Formed

STRATEGIC PLANNING ROLES

FACILITATOR

- **Facilitate The Process And Develop And Prepare The Plan With Input From Staff, The Planning Committee And Other Groups**
- **RESPONSIBILITIES**
 - **Design The Planning Process**
 - **Facilitate Tasks To Complete The Process**
 - **Prepare Reports On The Project**
 - **Write A Draft Plan**
 - **Facilitate The Approval Process**

WORKFORCE BOARD STAFF

- **Provide Administrative And Technical Support To Facilitator Throughout The Process And Participate On The Planning Committee**
- **RESPONSIBILITIES**
 - **Provide Information Relative To The State And National Workforce Investment Act**
 - **Prepare Agenda Packets And Logistics For All Meetings**
 - **Schedule Meetings With Others Outside Of The Planning Committee**
 - **Facilitate The Approval Process**

PLANNING COMMITTEE

- **Provide Input At Planning Meetings And Come To A Consensus On A Draft Concept To Present To The Board And Stakeholder Groups**
- **Made Up Of 15-20 Participants: Public Sector Agencies, Community Action Groups, And Private Sector Board Members; Private Sector Member Chairs The Committee**
- **The Committee Is 4-5 Board Members And The Remaining Are A Cross Section Of The Community's Interest**

ROLES CONTINUED

(Planning Committee Continued)

- **RESPONSIBILITIES**
 - **Review Material, Attend Committee Meetings, Provide Input, And Actively Participate Throughout The Process**
 - **Review Reports And Drafts Of The Plan**
 - **Approve Draft Plans To Present To The Board**
 - **Facilitate Discussion With The Board Chair**

WORKFORCE BOARD

- **Review And Approve The Final Plan**
 - **RESPONSIBILITIES**
 - **Provide Input To The Process As Project Status Reports Are Made**
 - **Read And Review The Plan, Providing Recommendations For Changes**
 - **Be Advocates For The Plan And Participate In Its Presentation To Elected Officials And Others To Whom The Plan Will Be Presented**
 - **Adopt The Final Plan**

VISION AND MISSION

VISION: DEFINE HOW THE COMMUNITY AND THE EMPLOYERS
AND THE WORKERS WILL BE BETTER OR DIFFERENT

BEING ABLE TO SEE FURTHER THAN THOSE AROUND YOU

WHAT DO WE WANT TO BECOME AND ACHIEVE

"WHAT DIFFERENCE DO YOU MAKE?"

MISSION: DESCRIBE THE PURPOSE OF THE WORKFORCE BOARD

WHAT IS OUR PURPOSE AND FOCUS

"WHY DO YOU EXIST?"

GOALS: DESIGN THE GOALS, OBJECTIVES, AND ACTIONS AND
STRATEGIES TO ACCOMPLISH THE VISION AND MISSION

"MAKE IT HAPPEN!"

ORGANIZE: DEVELOP PURPOSE AND RESPONSIBILITY FOR EVERY
COMMITTEE THAT ALIGNS WITH THE STRATEGIC PLAN'S
GOALS

"FORM FOLLOWS FUNCTION"

WORK: HOLD COMMITTEES ACCOUNTABLE THROUGH
REQUIRED WORK PLANS TO COMPLETE THE WORK OF
THE BOARD; REVIEW PROGRESS QUARTERLY

"WORK OF THE BOARD MUST BE MEANINGFUL"

ALIGNMENT: ALL WORK SHOULD ALIGN WITH GOAL OUTCOMES
AND THE OVERALL VISION OF THE BOARD

*"A STRAIGHT LINE IS THE SHORTEST DISTANCE BETWEEN TWO
POINTS"*