



FOUR ASPECTS TO STRATEGIC PLANNING

Overview Document



ASPECT 1: PREPARATION AND LONG-TERM PLANNING

Consider training and onboarding of new employees to your team, or those promoted to a new role. These individuals need to be adequately prepared to fulfill the responsibilities and duties of the role in question. Business goals and objectives need to be taken into account.

For the entire team, consider teambuilding and strategic planning. Work through the team/departmental objectives and make sure everyone is on board, and review budget projections and allocations with the group. Ensure there is a clear understanding of responsibilities and accountabilities across the team.



ASPECT 2: SHORT-TERM STRATEGY AND ADJUSTMENTS

Strategic planning and adjustments may vary greatly depending on your focus. This could include setting an agenda or project plan for a meeting or rollout, and then making adjustments based on feedback from the client or organization.

We recommend factoring in a “pause” to your project plan in order to assess what is working and agree on modifications to the approach (or process) to keep things moving in the right direction.



ASPECT 3: EVALUATION OF RESULTS

Assess whether the initiative or project was a success and what could have been done differently. Even in areas where the results met or exceeded expectations, there may be changes that can be made to improve your effectiveness going forward, whether it be communication or alignment of work processes.



ASPECT 4: PROGRESS/MILESTONE REPORT

It's important to identify 4-5 key performance indicators that drive performance for your team. These should be those crucial metrics that you would like to track over longer periods of time. By keeping this information top of mind, you will be able to make adjustments more readily and proactively.

The metrics should help you compare goals and objectives to actual outcomes and also take in to account both individual and team performance.

Custom Solutions to Build and Sustain Team Success

Reach out to us at info@lc-consultants.com for information on how we can help your leaders construct a plan for building and sustaining an effective team. Our solutions are interactive, engaging and will reflect your organization's standards and objectives.

