

Creating Strategic Plans and Learning Agendas to Facilitate Professional and Personal Development

4 April 2022

Background

On average, forty (40) years of a person's precious lifetime are invested in building careers, which represent the largest proportion of our lifespan. As such, this critical and the longest period of time merits careful planning and decisive actions. E.O. 20220402 aims to address this challenge through the creation of Strategic Plans and Learning Agendas.

Action Items

I have determined that in order to succeed personally and professionally, I must possess the following knowledge and skills:

1. Understand where I am and where I hope to be.
2. Understand what knowledge and skills I need to get to where I want to be.
3. Understand strategic imperatives and other priorities.
4. Understand resources available for achieving my objectives and goals.
5. Understand the challenges that must be overcome to succeed.

In order to achieve these, I must create a Strategic Plan (SPYEAR) and a Learning Agenda (LAYEAR) at the beginning of each calendar year to assign me with clear milestones and end goals, guide me through the challenges, prompt me to take tangible steps towards attaining objectives and goals throughout the year.

A Strategic Plan is a document that sets milestones and goals for each aspect in professional and personal development. This document shall serve as the ultimate guide for growth planning throughout the year. A Strategic Plan should include the following content to be effective:

1. Overview: The Overview chapter should summarize the Strategic Plan, giving a bird-eye view of the document to give an understanding of what are the goals and components of the document, and how this document should be used.
2. Topics: This chapter should explain what goal areas are covered in the

Strategic Plan. Each Plan should cover both professional and personal development areas such as knowledge and skill acquisition and financial planning, etc.

3. Objectives: For each area listed in the Goal Areas chapter, the following topics should be analysed in detail: current state, future state, and objectives. The current state is an overview of where I am, the future state is where I hope to be, and objectives are tangible steps that I should take to move from the current to the future state. Goals and objectives should be SMART.

4. Conclusion: The conclusion of the Strategic Plan should summarize key points from the document and supplement additional information to the document such as additional documents to reference.

5. Appendix: The appendix should include all documents relevant to the Strategic Plan.

A Learning Agenda is a document companion with the Strategic Plan. This document sets out concrete steps to attain the objectives and goals in the Strategic Plan. Each Learning Agenda document should contain the following information:

1. Overview: At the beginning of the document should be an overview of the Learning Agenda. This chapter should summarize the document at a high level and explains how the Agenda should be used in support of the Strategic Plan.

2. Action Plan: For each objective set in the Strategic Plan, there should be a corresponding section in the Learning Agenda detailing steps to take to attain the objective. It should also include required resources and a criteria for measuring success.

3. Appendix: The appendix should include all the documents, resources, and tools needed to implement the steps in the Learning Agenda.

Implementation

This Action Order shall take effect after its signed and issued. The content therein is subject to review and modification. All the action items should be fully implemented within 10 calendar days after issuance.

LI ZHAOZHI
4 April 2022