

## **Strategic Planning for Ministries, Department and Agencies (Pelan Strategik Untuk Kementerian, Jabatan dan Agensi)**

Do you know the content requirement of strategic planning?  
Do you know that good strategic planning must be executable?  
What strategic tools do you use when composing strategic planning?

### **Introduction**

Strategic planning is the heart of an organisation. The process helps to sharp the direction for the organisation to be resilient and sustainable, especially in the volatility, uncertainty, complexity, and ambiguity (VUCA) environment. Hence, three independent training programs are needed to complete the task.

### **Program 1 (3 days) Transformation: From Ordinary to be Extraordinary**

#### **Day 1: Transformation as the Key of Success**

In this module, the participants would understand why there is a need for transformation in strategic planning. One of the keys of this transformation is to break the organisation's barrier to work as the organisation and not the division independently. Lastly, all employees need to set the right mindset for the transformation to serve the organisation, not work for the organisation.

Module 1: Why transformation? Procedure or Enhancement?

Module 2: It is not “I” in the organisation. It is “We” that works!

Module 3: Breaking the silo within the division in the organisation

Module 4: Service, the organisation with heart and soul.

#### **Day 2: Revisit the organisation**

In this module, the participants would revisit the organisation's background so that everyone would appreciate the department. Then, participants would review vision statements, mission statements, objectives and motto to address the new paradigm of the business environment. Lastly, the participants would revisit the department function and the activities according to the power and authority.

Module 1: Structure of strategic planning: The execution summary

Module 2: Appreciating the past: The background of the department

Module 3: Revisiting vision, mission, objective and motto

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Module 4: The department function and the power of authority

**Day 3: It is not only a service!**

Values of the organisation must be specific, measurable, actionable, realistic with the target. Hence, this module requires participants to revisit the department values. Then, the department needs to identify the corporate identity they want to show to the stakeholders. Lastly, we recognise the challenges to overcome to enable the success of the strategic plan.

Module 1: Setting the measurable values.

Module 2: Corporate rebranding: Reaching the stakeholders.

Module 3: Ultimate Service: Identify stakeholders

Module 4: Nothing is Impossible: The Challenges

## **Program 2 (3 days)**

### **Creating Resilience and Sustainable Strategic Plan**

#### **Day 1: Formulating Strategic Framework**

Formulating an impactful strategic framework set a clear direction for the organisation. Strategic framework outlines specific projects or initiatives to make sure all divisions are always in line with the overarching plan. In this stage, participants would set the ultimate goals: Short-term, medium-term, and long-term goals. From these goals, the core strategies are formulated. Then, the enablers are identified.

Module 1: Determine Ultimate Goal

Module 2: From goal to strategy

Module 3: The Strategic Direction

Module 4: Managing the risk: Primary Enabler as a mover

#### **Day 2 and Day 3: From Core Strategic to Operational Strategy**

In this module, the participants would look into the in-depth operational of each strategy according to their division. Then, each division needs to synergy the strategy to serve the organisation. Then, the action plan for each strategy is formulated.

Module 1: Looking in-depth at core strategies

Module 2: Department strategies and the division strategies

Module 3: Synergy between divisions strategy

Module 4: Creating an action plan for each strategy

## **Program Three (3 Days)** **Developing The Heart of Strategy Plan**

### **Day 1: Setting the measurable Performance Indicator**

In this module, participants would set the key performance indicator (KPI) of the action plan. The participants would identify the target indicator after the KPIs were set. After that, priority analysis is done to determine the timeline for each action plan. The timeline and the grant chart for the project implementation are identified.

Module 1: Setting the key performance indicators

Module 2: Identify the realistic target indicator

Module 3: Priority Analysis for the action plan

Module 4: Setting the timeline for the action plan

### **Day 2: Implementation Phases**

Participants would draw the phases for implementation for each action plan. The participants need to break down the phases into a step-by-step action plan in each phase. At this stage, the feasibility study is conducted to review the action plan during implementation. Lastly, the officer in-charge is identified to enable the culture of synergy beyond the boundary in each division.

Module 1: Action plan implementation: Phases of Implementation

Module 2: Action Actionable action plan in each phase.

Module 3: Feasibility study: The action plan and the implementation

Module 4: Accountability and workforce allocation

### **Day 3: Core Success Factors**

In the module, everyone in the organisation would review the strategic plan critically and strategically. Simultaneously, the core success factors are identified so that the department can minimise the risk during the action plan implementation. In the last stage, the strategic plan must be agreeable and get the buy-in from everyone in the organisation.

Module 1: Revisit the action plan

Module 2: Identification of Core Success factors

Module 3: Strategic plan for you and for me.