

**themis**  
NETWORK

## ORGANIZATION PLANNING AND MANAGEMENT AFTER PORTUGAL

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October 27, 2015

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### What happened in Portugal?

- Organizational Management
- SWOT Analysis
- Change
- Communication
- Conflict Management
- Organizational Planning

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## ORGANIZATION MANAGEMENT

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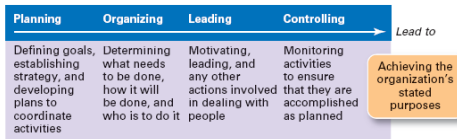
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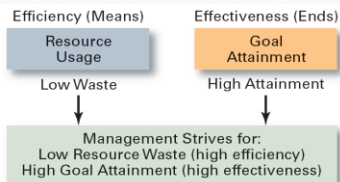
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## Traditional Management Functions



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## Value of Organization Management



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## SWOT ANALYSIS

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## What is a SWOT Analysis?



## Purpose of a SWOT Analysis

- The ideal outcome of a SWOT is accurate data that can be utilized to create a solid action plan for addressing a weakness and threats and highlighting strengths and opportunities.
- The SWOT analysis is an excellent tool for organizing information, presenting solutions, identifying challenges and emphasizing opportunities.
- A SWOT is generally used as the first step in developing a strategic plan.
- Some organizations do a SWOT analysis quarterly to stay current.

## CHANGE

## Organizational Change

- Organizational change is the process by which organizations move from their present state to some desired future state to increase their effectiveness.
- Organizational change includes alteration of structure, people & technology.
- Change agent** is a person responsible for bringing about change in an organization.



10

## Overcoming Resistance To Change



11

## COMMUNICATION

12

## What is Organizational Communication?

- A program that focuses on general communication processes and dynamics within organizations. Includes instruction in the development and maintenance of:
  - ✓ interpersonal group relations within organizations;
  - ✓ decision-making and conflict management;
  - ✓ power and politics within organizations;
  - ✓ and how communications socializes and supports employees and team members.

(source: U. S. Department of Education)

13

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## Types of organizational communication

### External communication

- Covers interactions with those outside the organization.
- This may be with the public, employers, community organizations, local authorities, job centers, careers offices, funding bodies, specialist agencies and other training providers.

### Internal communication

- Communication within a company .
- And can take many forms.
  - Meetings
  - Announcements
  - Employee Discussions
  - Emails/Memos
  - Celebrations

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## CONFLICT MANAGEMENT

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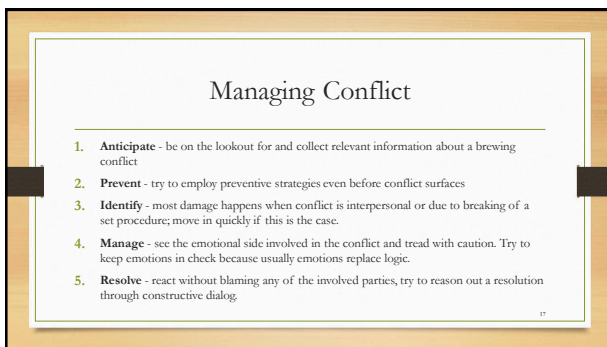
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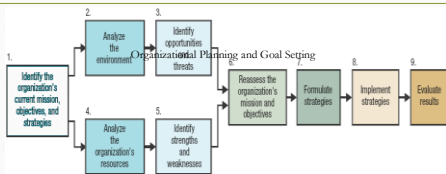
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## Fundamental Questions of Strategic Planning

- Three fundamental questions an organization must ask itself:
  - Who and what are we, what do we do now, and why?
  - What do we want to be and do in the future and why?
  - How do we get from here to there?

19

## Strategic Planning Process



## OPERATIONAL PLANNING

21

## Operational Planning Process

- Description of the organization
- Mission Statement
- Vision statement
- SWOT Analysis
- Operational and Action Plans

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## Operational Plan Template

Existing Programs & Projects	Criteria for Priority	Priority – Low/Moderate/High	Organization Impact	Staff #	Cost	Time

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## Action Plan Template

For each Priority in the operational plan

1. Specific actions needed to implement in the next 6 months.
2. Expected results and milestones
3. Responsible parties. Roles and responsibilities.
4. Projected dates for actions.
5. Required resources and the source/accounts.
6. Review and accountability.

24

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## What happened since Portugal?

- SWOT Analysis
- Benchmarked Strategic Plans
- Operational Plans/Action Plans
- Leadership Self-Assessment
- INECE Self-Assessment for Compliance and Enforcement Programs
- Other Experiences?

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