



September 26, 2011

Dear HPDP Participant:

As you are aware, we have been working on this project for several weeks to prepare for the workshop on September 30th. The attached packet of material will be used to prepare, as well as enable us to make the most of our time on Friday.

The following items are attached:

- *The agenda for the 30th—the workshop will be from 9am to 4pm at the Donald W. Reynolds Community Center and Library.
- *The analysis frameworks and individual schematics used for the action plans, reorganization scenarios, and key performance indicators.
- *The Work Out Process used in categorizing the individual action plans—note that we will be working with the short term plans (3-6 months) on the 30th.
- *The numbered (numbered only for identification, not priority) short term action planning and implementation checklists to use as background for the related task statement in preparation for the 30th.
- *The lettered (only for identification) short term actionable reorganization scenarios to use with the related task statement in preparation for the 30th.
- *The listing of KPI's submitted by category—University, Site-Delivery Method, Department=Academic or Staff, Discipline/Function, Course/Support, and Section/Unit.

Assignment for September 30th

- 1) Read and review all materials provided.
- 2) Completion of individual task statements for a) the reorganization and b) for the action plan.

If you should have any questions, please contact one of your facilitators.
We are all looking forward to working together on this very important project.

My Very Best Wishes,
Larry Minks



Agenda

Professional Development Program

Donald W. Reynolds Community Center and Library

September 30, 2011

9:00 a.m. – 4:00 p.m.

9:00 a.m. – 9:15 a.m.

Overview/Expectations

9:15 a.m. – 10:30 a.m.

Small Group Action Plans

Prioritize Action Plans

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 12:00 p.m.

Large Group Action Plans

Feedback Session

12:00 p.m. – 1:00 p.m.

Lunch

On Your Own

1:00 p.m. – 2:00 p.m.

Small Group Reorganization Scenarios

Development of High Potential Organizational Structure

2:00 p.m. – 2:15 p.m.

Break

2:15 p.m. – 3:15 p.m.

Large Group Reorganization Scenarios

Report of Group Reorganization Outcomes

3:15 p.m. – 4:00 p.m.

Closing/Take Aways/Summary

* Dress: Business/Casual SE Attire Optional

TASK
STATEMENTS

**TO COMPLETE AND
BRING ON
SEPTEMBER 30TH**



SHORT TERM ACTION PLAN

TASK STATEMENT

Using the attached packet of short term action plans, please list the one plan that you think will assist Southeastern the most over the next 3-6 months.

Please feel free to use the number (1-33) or combinations of numbers associated with the plans as well as a modified version of the plan.



REORGANIZATION

TASK STATEMENT

Using the reorganization scenarios provided as background, please use the space below to develop what you think would be the most appropriate organization structure for Southeastern at this time.

Feel free to use letters (A-K) or combinations of letters associated with the scenarios as well as a separate description.

**ANALYSIS
FRAMEWORK
AND
OUTCOMES**

HPDP ANALYSIS FRAMEWORK

September 2011

A. ACTION PLANNING AND IMPLEMENTATION

- 1. Categorize projects**
- 2. Apply Work Out Process—place in Quadrants 1 through 4**
- 3. Publish Quadrants 1 and 2 (but keep all for future reference)**

B. REORGANIZATION SCENARIOS

- 1. Determine category and context (structural, process, and alignment)—combinations**
- 2. Actionable—concise written description**
- 3. Review for implementation (publish descriptions)**

C. KEY PERFORMANCE INDICATORS

- 1. Determine by category**
- 2. Listing by category (publish)**

Work Out Process

Time compressed, highly focused, results-oriented process for decision – making that produces tension for immediate action and identifies long-term opportunities.

