

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

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Our Services > Convening Facilitation Events > Workplans

Workplans are important management tool to provide direction and guidance to the overall program and organizations. A workplan is a document, usually created in chart form and are completed by both individual staff members and on a program basis. A workplan has eight recommended components that follow each other in the workplan development process and are designed to be used for program planning, implementation, and monitoring progress toward reaching program goals.

HELEN J. WYTHER & Associates will assist your organization with Workplan Development by providing a step-by-step process to keep the group focused and assist the group in working through and preparing a Workplan which clearly show who is going to do what, when they are going to do it, and what they will accomplish. A thorough workplan takes time and preparation, but it can reap enormous rewards.

A custom designed group process will be prepared, facilitated and documented by **HELEN J. WYTHER & Associates** which will take those involved through Program Planning: Goals, Measures of Success, Objectives and Activities to Implementation: Time Frame for Assessing Progress and Team Members Responsible to Monitoring Program Progress: Progress Report.



Developing a workplan should be a team effort where key staff members engage in a discussion about the program's overall strengths and areas needing improvement. As part of this process, each program component and relevant data should be reviewed. Each workplan component will be discussed in detail as you progress through the development of your Program Workplan.

HELEN J. WYTHER & Associates will then take your group into an Action Plan session which outlines the strategies and action steps your organization will use solve the problem. This is crucial step to turn your dreams for your community or initiative into a reality or to make your organization's vision concrete.

For further details on the design and facilitation of a session to create Workplans, please e-mail us at info@hjwythe.com.

*Creating productive individuals, teams, workplaces,
organizations & communities*