**Operational Plan**

Identifies the performance targets of individual business units and the way in which the targets will be achieved.

Discuss, clarify, confirm, monitor, review, reassess work expectations and requirements.

**SMARTER Goals: Specific, Measureable - me, Achievable – challenging, Realistic & responsible, Timely, Empower & encourage, Review & reward**

“What, when, where, how, who, evaluation.”

Team:

Strategic Purpose: Caboolture HUB, Young Networks Foundation Social Media Partnership

**Date: 30th September 2011**

**Review Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Result Area/ Goals** | **Key Performance Indicators**  **Quality, Quantity, Measurable** | **Strategies / Action** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1. To bring these groups together to establish a qualification pathway that would interest disengaged youth and that has a career pathway as on outcome. | 1. Establish a partnership between the HUB, and YNF and local schools etc that provides Certificate II in Business (Social Media) and offers a SAT to students. 2. Students identified by their school, or community agency | * 1. bring key connectors together and obtain mutual agreement to partner   2. Establish a timeline for the introduction of the partnership   1.2  1.3 | 29th Sept  10th October | TM  TM |
| 1. Identify students for the program | Small cohort that meets the criteria identified by school or agency | * 1. Contact principals and community agencies re client base   2. Discuss with parents and sign up students   3. Introduce the facilities to students   2.3 | 1st November  1st December | TM  JF  BD |
| 1. Cohort of up to 16 disengaged local youth being re engaged with formal learning | Retention rate of the group/ replacement by other individuals | 3.1 Involve YNF in sign ups  3.2Involve Busy@work in sign ups  3.3 | 1st December  1st December | JF/Ashley  Brian Smith (Busy) |
| 1. Number of students who have a SAT and are placed with an employer | Number of students with a SAT | 4.1Involve CBEC and CCi’s  4.2 Involve Busy to monitor  4.3 | 1st Feb 2012  1st feb | D Chiron  B Smith |
| 1. Number of students achieving the qualification | % of completion  % of jobs gained by students. | 5.1Support for learners  5.2  5.3 | Duration of the SAT | Employer/Busy/YNF/  HUB manager |
| 6. |  | 6.1  6.2  6.3 |  |  |

Development Plan

Records the career & professional development goals of the individual.

Identifies gaps in experience and skills

Determines strategies and timelines to implement professional development.

Name:

Strategic Career Objective:

Date:

Review Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area Goals**  **(SMARTER)** | **Justification** | **Strategy**  **( How improvement will occur)** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1. |  | 1.1  1.2 |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |