EASY BLUEPRINT FOR YOUR LEARNING & DEVELOPMENT STRATEGY

If you want a quick and easy blueprint to develop or review your L&D strategy, you're in the right place.

Are you tired of complicated frameworks and over-engineered solutions? We hope you'll find our step-by-step process simple and easy to use.

Please don't use this to try creating the "perfect" strategy. It doesn't exist!

Think agile and flexible. Whatever you design will change in line with shifting business objectives and the feedback you gather from your stakeholders along the way.

And that's a good thing. It should be a living document.

But first, a quick definition.

We see an L&D strategy as a clear and measurable plan to help the business reach its goals by empowering people to build new skills and get better at their current job. And to prepare them for the next job.

And why is this investment in people important?

- ✓ keeps the organization flexible and agile
- ✓ develops talent from within
- ✓ supports the sharing of knowledge
- ✓ ensures high employee engagement and retention
- ✓ ensures a more profitable and productive workforce

THE FRAMEWORK

L&D BLUEPRINT FOR SUCCESS

Answer the following questions to develop your own L&D strategy, or to benchmark your existing strategy. Don't get too hung up on the detail. Provide broad answers and move on. You can always refine it later.

> Tip: This blueprint is a great team-building activity to get input from the full L&D team and to involve everyone in creating the future.

1. BUSINESS VISION AND GOALS

1.1 Why does our business exist and **what is its mission**?

1.2 What **strategic business goals** does our company have for the next 2 to 5 years that impact on L&D?

1.3 Broadly what are our workforce's **strengths and vulnerabilities**, in relation to where the company wants to go?

Workforce strengths	Workforce vulnerabilities

2. L&D AUDIT

2.1   Describe our **existing L&D focus** / goals / value proposition

2.2   **Who** are our customer groups and what do we offer them **currently**?

2.3   Be honest. **What works and what doesn't**? Consider participation, content, relevance, tools.

2.4   How do we currently **measure our success**? And what do the results look like?

Item / Output	How we measure this	What the results look like

3. L&D STRATEGY

3.1 What **future-focused goals** do we need to deliver to support the company's business goals?

3.2 Does our **value proposition** need changing or amending?

3.3 How can we incorporate **forward-thinking principles** like agility, flexibility, self-directed learning, anytime/anywhere access etc. in our learning processes?

3.4 How should we satisfy our customer groups **for the future**?

Customer group	What we should offer them	Why they need this

3.5   What **barriers** and / or roadblocks do we face?

Current barriers or roadblocks	What we can do about this

4.   SKILLS GAP ANALYSIS

4.1   Will a **skills gap analysis** help us understand better what gaps we need to focus on? If so, complete the table below.

Customer group	Data we need on this group	How we will gather this data

5.   CAPACITY PLANNING

5.1   What is the L&D department **uniquely qualified** to perform (that separates us from other providers)

Unique activity	Why us

5.2   What **resources** do we have? (People, money, tech tools and platforms)

5.3   What may need **changing** or amending? Use this table to brainstorm

What we need to create	What we need to modify or improve

What we need to streamline or shrink	What we need to toss

5.4   Who should do what? Jot down some **possibilities**.

What we should keep internally		What can be done externally	
What we want to do ourselves	**What technology we can use to assist us**	**What can we allocate to external providers**	**What can we outsource completely**

6.   IMPLEMENTATION & DELIVERY

6.1   What **stakeholders** do we need to bring on board?

Stakeholders we need to bring on board	How we will do this

6.2   What does our **action plan** look like?

Desired outcome	By who	By when	What success looks like

7. MEASURING SUCCESS

7.1 How will we get **feedback** in order to improve?

What feedback will we get	From whom	How often	What will we do with this feedback

7.2 How will we know if we're **successful**?

Stakeholder group	How will we measure success	How often

7.3 How will we **stay agile** and flexible? What may change in the external environment that will prompt a response from us?