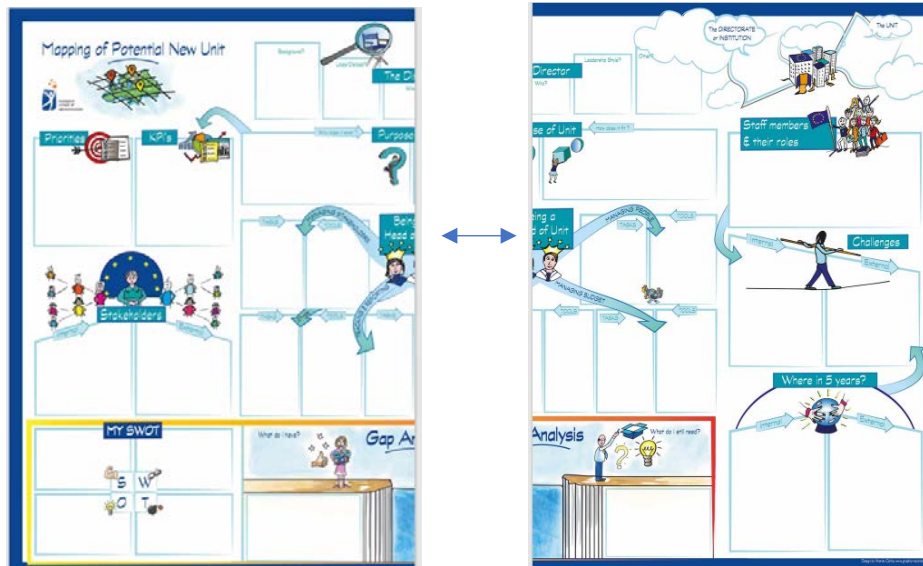


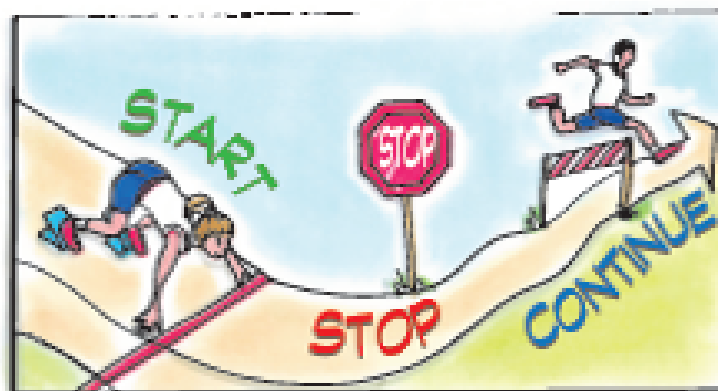
Instructions to assemble the Map

- Print all pages in colour (preferably)
- Use same tape to join the last 2 pages of this document

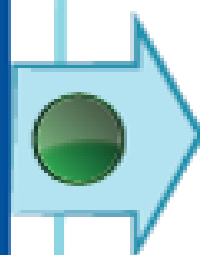


ACTION PLANNING

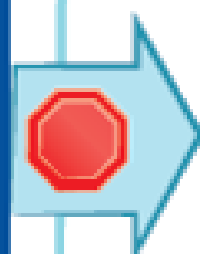
My Action Plan



START



STOP

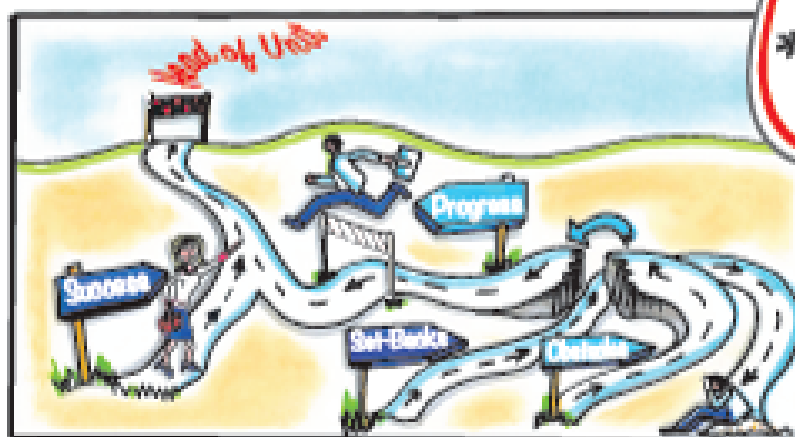


CONTINUE



Next
Step
Head
of
Unit

OBJECTIVES



Preparing for
Success

Identifying
Obstacles

Making
Progress

Dealing with
Set-Backs

IDEAS



KNOWING MYSELF

Individual Reflection



Inner Dialogue



Motivators



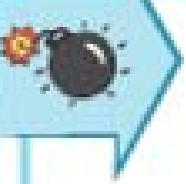
Demotivators



Strengths



Saboteurs



Becoming A

Situation

Task

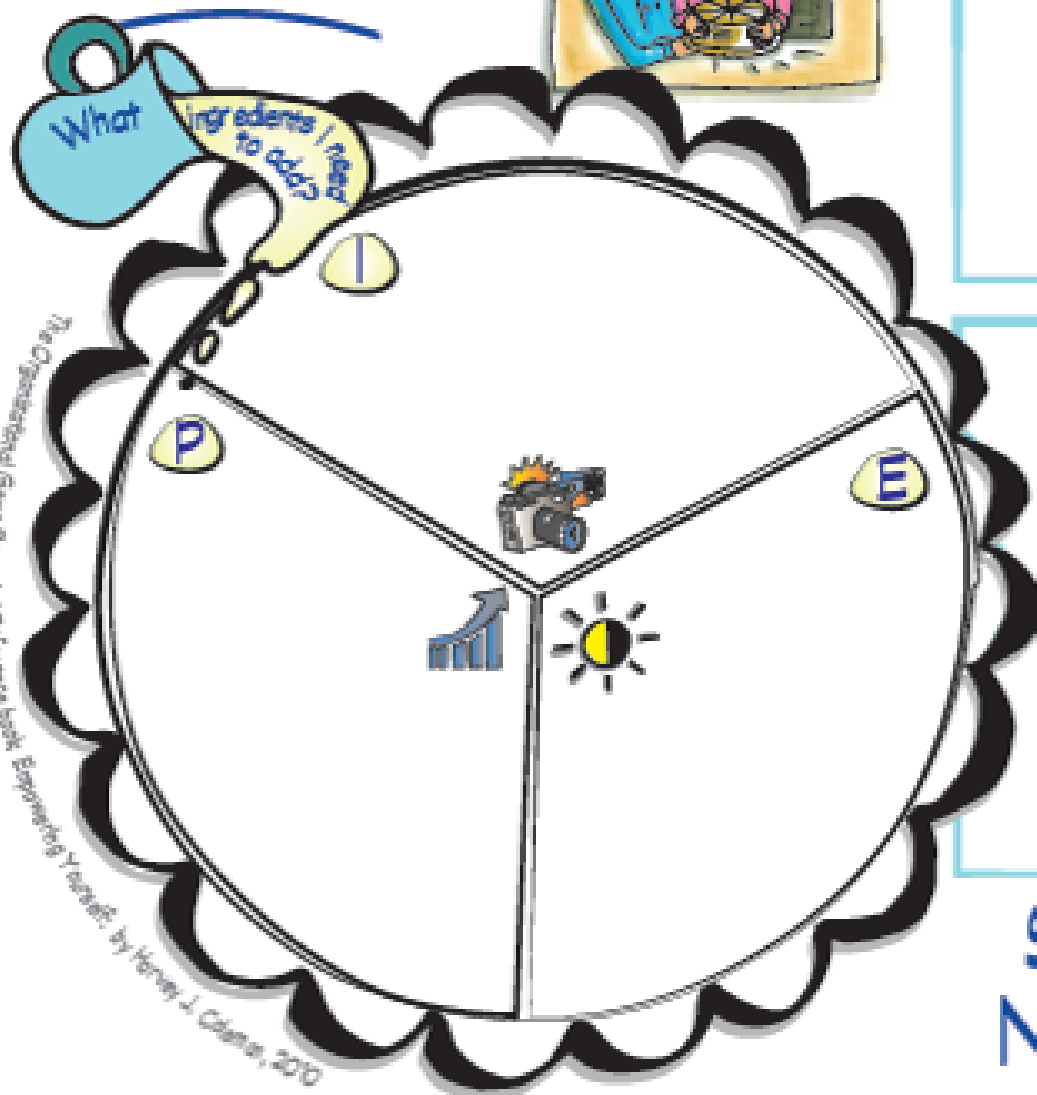
Action

Result

Baking My PIE



Image



Exposure

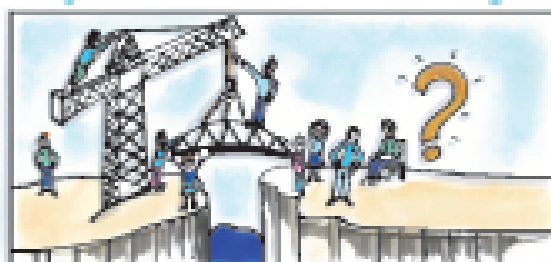


Strategic Networking

Gaps

My Network

Filling the Gaps



Increasing

Influence

Decreasing

Tips

Mapping of Potential New Unit



The Director
Who

Priorities



KPI's



Why does it exist?

Purpose



TASKS

MANAGING STAKEHOLDERS

TOOLS

Being Head of



TRACKING & REPORTING

TASKS

OTHER

TOOLS

TASKS

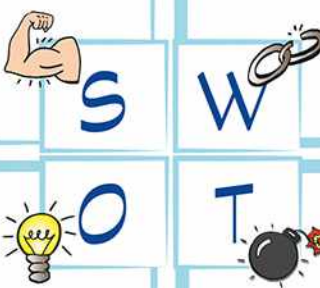
Stakeholders



Internal

External

MY SWOT



What do I have?



Gap Analysis

Director

Who?

Leadership Style?

Other?

The DIRECTORATE
or INSTITUTION

The UNIT

Use of Unit

How does it fit?

Staff members & their roles

Managing a Unit

MANAGING PEOPLE

TASKS

TOOLS

MANAGING BUDGET

TOOLS

TASKS

TOOLS

Internal

Challenges

External

Where in 5 years?

Internal

External

Analysis

What do I still need?