

**PLANNING and STRATEGIC
MANAGEMENT**

Your Division “Manage It”

Management Techniques and
Strategies of a Division Officer

FORMAL PLANNING =
written/documented through an
identifiable process

FUNCTIONAL PLANNING = originates
from functional areas such as
production and HR (winging it)

**PLANNING and STRATEGIC
MANAGEMENT**

- STRATEGIC = Upper level
management for long term goals and
objectives
- OPERATIONAL = Functional level
management for shorter term goals
and objectives

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PLANNING AND STRATEGIC MANAGEMENT

- OBJECTIVES = Goals (long term, intermediate or short term)
- POLICIES = Broad, general guidelines
- PROCEDURES = Series of steps/actions emphasizing detail
- RULES = Require specific action but no sequence necessarily – no flexibility

PLANNING AND STRATEGIC MANAGEMENT

- MBO = Management by Objectives

A philosophy based on converting (and combining) organizational objectives into and with personal objectives. The theory is this will elicit employee commitment.

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**PLANNING AND STRATEGIC
MANAGEMENT**

- SWOT

Strengths

Weaknesses

Opportunities

Threats

**PLANNING AND STRATEGIC
MANAGEMENT**

- SBU = Strategic Business Unit

A distinct business unit that has its own set of competitors and can be managed reasonably independently of other businesses within the organization.

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Your Division

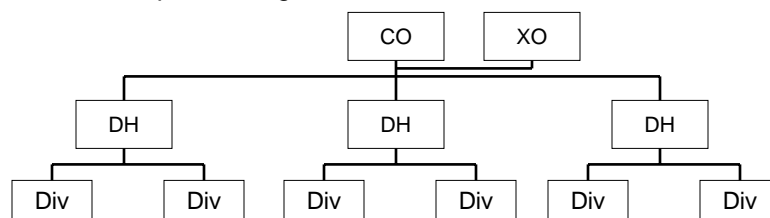
- **Introduction**
- **Mission and Plan**
- **Division Obstacles**
- **The Strategy**
 - Lead by example
 - Look, listen, and feel
 - Communication is key!
 - Build up your people and trust
 - Hands on or hands off
 - Division of One
- **Work Examples**

Your Division

Lieutenant, Benjamin Lung

- Virginia Tech Naval ROTC Graduate, 2002
- Division officer onboard the USS Alexandria (SSN 757) from 2003 – 2005
- Onboard for one around the world deployment.
- IA'd to Kabul, Afghanistan from Nov 2005 to Apr 2006

Basic Shipboard Organization



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Your Division

Mission of a division is to maintain the equipment responsible for in a state of readiness by keeping abreast of all maintenance, repairs, installations, inspections, and personnel requirements. In turn this will keep the ship able to fight battles when needed.

A division officer must effectively plan and manage the above in order to succeed. Without an effective plan, you're doomed to failure.

Your Division

Obstacles in a division's way:

- Other divisions fighting for resources
- Operational requirements (schedules, up time, etc.)
- Junior personnel including the OIC
- Parts
- Morale and welfare
- Watchstanding

Objectives of my division

- Maintain/Increase Retention Rate
- Maintain/Increase Promotion Rate (open doors for my personnel)
- Maintain neat and orderly logs and records
- Pass annual Operational Reactor Safeguards Exam (ORSE)
- Achieve high morale in the face of an increased out to sea schedule

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Your Division

Lead by Example

- If you don't care, they won't care.
- Take charge and lead your group. Don't be a follower.
- Be accountable for missed deadlines. Don't pass the buck.
- There is no "I" in team. Plan to be there.
- Obey even when you disagree.
- You are not going to know everything despite your best efforts. Know who to go to when you have a question.

Your Division

Look, Listen and Feel

- If something isn't right say something.
- Read and watch what your people are doing. Are they going down the right path.
- Listen to your people. Most of them have a lot more experience than you.
- Body language of your people can give you signs to what they're thinking.
- Check the pulse of the group to get a feel for where they stand.



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Communication is KEY!!!

- Convey your plan or strategy in a concise effective manner.
- Being heard is not the only way to communicate.
- Good dialogue between you and your chief will vastly improve the functionality of your division.
- Don't be the only person to know.
- When in doubt, ask.

Your Division

Building Trust

- Be accountable
- Learn from your people.
- Power trips are bad.
- Put yourself in their shoes when making decisions.
- Praise in public. Punish in private.



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Your Division



Your Division

Hands on or hands off?

- Everything done onboard the boat is tied to one another
- Must be hands on in most situations that involve large tasks (major repairs, etc.). Being hands on shows the guys that you aren't just their supervisor.
- Hands off when it comes to preventative maintenance. Guys should know what they are doing.
- Ensure the chief involves the young enlisted personnel.
- Periodically check to ensure PM schedule is being followed.

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Your Division

Division of One

- If someone in the division fails, it reflects poorly on the rest.
- Must be able to work as a team even though new personnel are not as experienced.

Your Division

Examples

- Major Electrical Breaker Inspection (Annual PM)
- Replacement of a Nuclear Instrument inside the Reactor Compartment

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Your Division

Questions???

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