



ACS Leadership Development System® Strategic Planning Retreats

The ACS Leadership Development System® (ACS LDS) offers 1-1/2 day facilitated Strategic Planning Retreats for ACS committees, local sections, divisions and other interested governance groups. The Strategic Planning Retreats expand on the principles covered in the ACS LDS *Strategic Planning* course and provide participants with the opportunity to learn and apply the strategic planning process for their group. Over the course of a weekend, participants confirm or define their group's vision and mission statements and develop a portfolio of goals along with a prioritized list of strategies to meet these goals. Most importantly however, the retreat provides an opportunity for group leaders to coalesce around an actionable strategic plan and a clear direction to move forward as a team.

Strategic planning is not rocket science; anyone can do it and there is no one best planning process. However, the LDS facilitated Strategic Planning Retreat provides ACS groups with an understanding of the disciplined, creative strategic planning process that is utilized and executed by the Society. The retreat provides a foundation to inform group decisions and attunes the group's goals to those in the ACS Strategic Plan. ACS members serving as facilitators and peer mentors guide the group in developing an actionable, customized strategic plan.

The materials were customized to our [situation] and we were able to come away with a 3-5 year Strategic Plan for immediate implementation that has allowed us to hit the ground running and not lose the momentum achieved in the energizing weekend event. ...The facilitators [understand] how ACS works and [can identify] the resources available to help us meet our goals.

The value is threefold:

- Synergistic and greater impact results: Planning teams engage in a process that aligns group goals with the ACS Strategic Plan.
- Plans ready for immediate start: Planning teams take away their own goals and actionable strategic plan.
- Transportable skills: Individual participants build skills that can be applied in their professional and other endeavors.

The retreat is a partnership between the participating group and the ACS LDS with both stakeholders making a financial investment in the process. Interested groups should consider the following costs for hosting a retreat:

Retreat Fee: \$2,750 Includes: Registration, course manual, handouts, shipping, flipcharts, laptop/projector.

Facilitation Fee: \$3,500 Includes: All expenses for two facilitators, pre-retreat conference call(s) preparation, pre-work materials and surveys, onsite facilitation, follow up reports from session and priority setting for: STEP, TOWS, Goals and Strategies/Measurements.

Travel & Onsite Costs: A minimum number of 10 participants is highly recommended. The participating groups should budget accordingly for participant travel expenses, room rental fees, meals.

ACS Committees interested in conducting an SPR should contact their staff liaison by August 31 of the year prior to hosting a retreat to request funding support. Limited funding for local sections and technical divisions is available via LSAC and DAC Grants. Local Sections and Technical Divisions should plan and budget accordingly.

Interested groups should contact leaders@acs.org for more information.

American Chemical Society

1155 Sixteenth Street, N.W. Washington, D.C. 20036 T [202] 872-6015 www.acs.org/leaderdevelopment/spr

ACS Leadership Development System® Strategic Planning Retreat FAQ's

- 1. Why should our governance unit consider strategic planning?**
Strategic planning will ensure that you pursue successful activities that are the 'right' ones for the *future*.
- 2. Why choose an ACS SPR?**
This will ensure you have a harmonized vision and mission with ACS, because you will use the same strategic planning process used by the Society.
- 3. What are the specifics and cost to have a Strategic Planning Retreat?**
See program details or download a copy of Strategic Planning Retreat 1-pager to share at your next Executive Committee meeting. (see www.acs.org/leadershipdevelopment/spr)
- 4. Who are the Strategic Planning Retreat facilitators?**
The Strategic Planning Retreat facilitators are trained ACS member volunteers with lots of ACS experience and connections.
- 5. What steps do we need to do to get ready for an SPR?**
Contact leaders@acs.org to schedule a 1-hr scoping conference call with your planning team and one of our facilitators. During that call, the facilitator will outline the process/timeline, review your goals and work with you to determine next steps.
- 6. What is the timeline for us to prepare for a Strategic Planning Retreat?**
Ideally from the time of the scoping call to the actual retreat should be a minimum of 14 weeks.
- 7. Who/how many should constitute our Strategic Planning team?**
The Strategic Planning team should be between 10 and 12 people who you identify as your leadership group.
- 8. What are the expectations of the Strategic Planning team?**
The team is expected to actively participate in the pre-work and during the 1-1/2 day Retreat. Each team member must also serve as an implementation champion.
- 9. How do we measure the pulse of our constituency's strategic needs and potential?**
ACS can help you develop and administer a survey or other instrument to collect the needs and perspectives of your stakeholders.
- 10. How will we get our stakeholders to buy-in to strategic planning?**
The last phase of the Retreat will focus on the steps to take to gain buy-in for the strategic planning your team develops.
- 11. How will we incorporate strategic initiatives into our annual planning activities?**
The facilitators will work with your team to develop an implementation schedule and identify champions for each targeted strategic initiative your team adopts.
- 12. Who are some other ACS groups who have held your Strategic Planning Retreats?**
We have held Retreats for Divisions (AGRO, BMGT, COLL, AGFD, CHAS, ENFL, INOR, POLY, PROF, I&EC, RUBB), Local Sections (CSW, Cleveland, Colorado, Greater Houston, Indiana, Lehigh Valley, Midland, North Jersey, NE Tennessee, Savannah River, Virginia), ACS Committees (CA, CCS, CCPA, CWD, CCA, CCAS, CEPA, CEI, ETHICS, CMA, CONC, CPRC, CTA, DIAB, DAC, LAB, MAC, LSAC, SCC, WCC, YCC), NERACS, ACS Board Planning Committee and the Development Advisory Board.