

Leaders/Managers: Key Action Steps 1 to 6

Complete by

<p>1. Preparing</p> <ul style="list-style-type: none"> x Review training materials and online course on CANVAS 	<p>- Xne July</p>
<p>Goal Setting – Developing Performance & Development Plans – Part 1</p> <ul style="list-style-type: none"> x Develop your Performance Development Plan – Part 1 and sign off the plan with your own manager (12 month goals) x Share your plan or departmental plans* with staff and/or provide individual direction to each employee x Employees develop their Performance Development Plan and sign off plan with you (12 month goals) 	<p>- X O \ \$ X J X V W</p>
<p>3. Performing & Assessing – Check -in's</p> <ul style="list-style-type: none"> x Hold regular 'check -ins' with each employee (weekly, bi-weekly, monthly or quarterly) – provide coaching & mentoring as needed 	<p>2 Q J R L Q J</p>
<p>4. Assessing and Reviewing – Mid Year Review – Part 2</p> <ul style="list-style-type: none"> x Meet with each employee for a mid year discussion on their plan x Meet with your manager for a mid year discussion on your plan 	<p>0 D U F K</p>
<p>5. Performing & Assessing – Check -in's – continued</p> <ul style="list-style-type: none"> x Hold regular 'check -ins' with each employee (weekly, bi-weekly, monthly or quarterly) – provide coaching & mentoring as needed 	<p>2 Q J R L Q J</p>
<p>6. Reviewing – Final Year End Review – Part 3</p> <ul style="list-style-type: none"> x Employees prepare draft of their Final Review and meet with you to discuss x Prepare your Final Review and meet with your own manager to review x All Final Review – Part 3's signed off and copy sent to HR 	<p>July- \$ X J X V W</p>
<p>7. Renewing</p> <p>Repeat Steps 1 through 6 for new annual cycle</p>	<p>6 H S W \$ X J</p>