



Quarterly Leaders Meeting

June 14, 2018

Agenda

Welcome and Introductions (10 minutes)

Office Etiquette (10 minutes)

Supervision Training (65 minutes)

- Activity: Characteristics of an effective supervisor
- Performance Evaluations: PPG coming
 - Purpose
 - Timeline
 - Preparing the Performance Evaluation: Guidance document
 - Review
 - Meeting with the employee

Competency-based Assessment and Training (30 minutes)

- Review: Workforce Development Plan Goal
- Discuss Pilot

Schedule Meetings for September 2018, December 2018, and March 2019 (5 minutes)