

NAME:

Suzanne Supervisor

DATE:

2/2/2012

PROFESSIONAL GOALS/MOTIVATIONS

What are my professional growth and career aspirations?
How do I think these aspirations can best be met at Yale?

Professionally to build my effectiveness as a leader and manager of staff. Be seen as someone others want to work for - an attractor of talent if you will - by leveraging opportunities to develop, coach and grow my employees.

TALENTS OR STRENGTHS TO USE MORE (3-5)

What are my talents and strengths?

As a manager I see my strengths as

- Knowledgeable and experienced
- Fair and open-minded
- Comfortable taking charge
- Strong communications skills
- Lead by example

DEVELOPMENT OPPORTUNITIES (1-2)

What knowledge or skills do I need to enhance?

Strengthen my leadership capabilities by

- Developing my coaching skills to get the best from my staff.
- Push myself to delegate more, rather than being the "chief problem solver" for staff.

FOCUSED IDP OBJECTIVES AND ACTIONS STEPS

What development goals do I have for the next 12 months? The next five years?
What specific actions can I take to achieve these goals?

Seek out and participate in training opportunity aimed at being a more effective coach by end of 2nd qrtr. Track and measure my own actions with employees throughout the 3rd and 4th qrtr.

Identify a "peer" coach to check in with and to support and help me stay focused on my efforts to adopt a coaching style more often.

Schedule 1:1 meetings with each staff member to obtain a better understanding of what they need from me as a coach - how can I help empower them to do their jobs better, what can I delegate to them to grow their capabilities.

Schedule midyear check in to get their feedback.

NEXT REVIEW MEETING DATE 6/6/2012

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