

## **Goal #5**

**Goal: Saint Michael staff members are efficient and effective in their designated areas of ministry**

### ***Objective 1: Establish clear expectations***

Strategy A: Use available models to complete an updated Personnel Manual (3/09)

Strategy B: Use available models to complete an up-to-date faculty addendum to the Personnel Manual (3/09)

Strategy C: Require all present workers and new hires to read and sign off on the Manual (8/09)

Strategy D: Use available models to formulate position descriptions for all workers (6/09)

### ***Objective 2: Regularly monitor performance and give feedback***

Strategy A: Establish a hierarchy of supervision for all workers (3/09)

Strategy B: Use available models to formulate instruments for providing evaluations and feedback on performance (2/10)

Strategy C: Establish a process whereby each worker compiles a portfolio of artifacts documenting his/her performance (6/10)

Strategy D: Establish a schedule for reviewing each worker (8/10)

Strategy E: Supervisors make available and encourage staff to periodically use communication models to solicit feedback and give direction to future work. (8/10)

### ***Objective 3: Provide support and avenues for growth and improvement***

Strategy A: Supervisor and worker will jointly set annual goals for growth for each worker (6/11)

Strategy B: Administrators will provide training in areas identified for growth (8/11)

Strategy C: Provide a mentor for each new worker (8/09)

Strategy D: Establish a “resident expert” system to recognize excellence and to provide support for peers (2/10)

Strategy E: Provide opportunities for workers to be observed by peers and receive feedback (2/12)