**Team Member Growth Goals**

**An Engage Tool**

**Team Member Name:**

**Reflect meeting date:**

1. Determine the team member “level” and use the corresponding section of this form.
   1. Level 1 – A new team member whose focus is on learning.
   2. Level 2 – A team member which has been working in the role for a time and is ready to teach/mentor others.
   3. Level 3 – A team member which is tenured and ready to contribute on a larger scale.
2. The team member will determine the goals to establish within the bulleted categories under each of the four sections within that level.
3. The Supervisor will help the team member make their goals specific, measureable, achievable, realistic and timely (SMART).
4. Initial Engage and then Reflect meetings will serve as placeholders to determine goal establishment, assess completion and to determine new goals.
   1. Goals may, however, be updated as needed throughout the year.
   2. Use the Reflect meeting time to analyze and overcome any barriers to goal completion if they have not been accomplished or reviewed in previous Engage meetings.
5. Meet monthly during your Engage time to review progress on action steps.

**Level 1**

**Know your Role Goal:**

Select one bullet from which to create your SMART goal.

* Connect what I do in the big picture.
* Use time and resources in a way that makes sense
* Hold myself accountable for the team needs

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Learn and Grow Goal:**

Select one bullet from which to create your SMART goal.

* Be honest about my strengths and development areas
* Find ways I can improve when I do my work
* Improve strengths; make sure development areas don’t get in the way

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Commit to the Team Goal:**

Select one bullet from which to create your SMART goal.

* Share ideas with teammates to promote working together
* Connect with the team
* Know how to communicate with team members based on their style

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Live the Mission Goal:**

Select one bullet from which to create your SMART goal.

* Reflect on how my values connect to the team’s mission
* Make a positive impact through my work
* Think actively about customer needs and strive for customer service excellence

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Level 2**

**Know your Role Goal:**

Select one bullet from which to create your SMART goal.

* Show others how our work connects to the big picture
* Identify opportunities to use resources better
* Get things done with limited need for supervisor direction

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Learn and Grow Goal:**

Select one bullet from which to create your SMART goal.

* Think about how my strengths and development opportunities impact the team
* Identify new ways our team can work together better
* Turn my strengths into “best practices” and make sure I am at least competent in development areas

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Commit to the Team Goal:**

Select one bullet from which to create your SMART goal.

* Focus on getting teamwork right, even when working with people who have different styles
* Look beyond our team for people who can support our efforts
* Think what is needed to help my team get buy-in for our initiatives

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Live the Mission Goal:**

Select one bullet from which to create your SMART goal.

* Actively live the mission to inspire others
* Positively impact the team
* Contribute to the team in a way that maximizes customer services

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Level 3**

**Know your Role Goal:**

Select one bullet from which to create your SMART goal.

* Contribute to big picture goals beyond my job description
* Establish best practices for using resources
* Know what “good” looks like, and how my work compares

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Learn and Grow Goal:**

Select one bullet from which to create your SMART goal.

* Role model how to get better through personal development
* Be an example for innovation and improvement for my department and the State
* Mentor junior team members who can one day grow into my role

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Commit to the Team Goal:**

Select one bullet from which to create your SMART goal.

* Think about ways to promote a culture of teamwork across the department/agency
* Look for people at all levels who can sponsor and support us in achieving goals
* Help my teammates avoid missteps when navigating sensitive issues

GOAL:

Action Step 1:

Action Step 2:

Action Step 3:

**Live the Mission Goal:**

Select one bullet from which to create your SMART goal.

* Be an advocate for the agency, especially in difficult times
* Look for ways to be positive and resilient in all areas impacted by my work
* Look for new ways to meet customer needs

GOAL:

Action Step 1:

Action Step 2:

Action Step 3: