



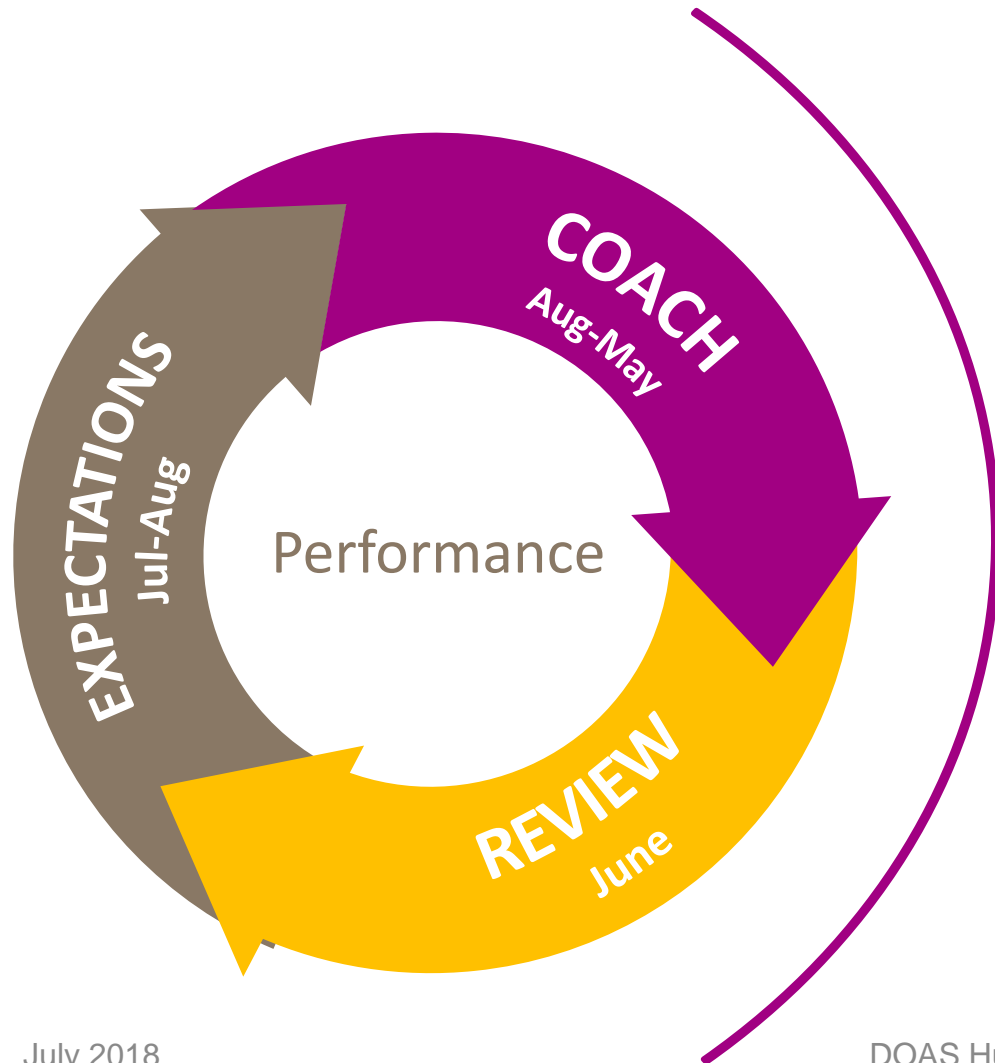
PERFORMANCE at State of Georgia

Performance is a mindset...

When employees play to their strengths and align themselves to the work they're doing, they're naturally energized and motivated to grow - even in challenging situations.



High-Performance mindset is built when managers



INSPIRE team members to see how their work s a difference and connect with Agency and State’s mission.

DEVELOP team members by engaging them in ongoing conversations that guide them in the right direction.

RECOGNIZE team members for their positive contributions that impact State/ agency as a whole.



EXPECTATION SETTING: The big picture



As you start setting expectations for FY2019, keep in mind following best practices:

- Make all **goals SMART**.
- **Align team member's goals with agency/ department goals.**
- Have leaders regularly communicate the **status of high-level goals** to the organization.
- **Regularly discuss, revise and update all goals.**



EXPECTATION SETTING: The big picture

TEAM MEMBERS

Meet with your manager to discuss:


- Your agency/ function's overall goals for the year.
- The individual expectation for the year (including performance and development goals, and competencies).
- Confirm how often you would like to review progress.
- Confirm your immediate next steps, (e.g., finalize SMART goals).

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MANAGERS

- Share all relevant corporate segment/ function goals with your team members.
- Discuss 3-5 SMART goals expected of them throughout the year including performance and behavior competencies.
- Enter clarified SMART goals in TeamWorks and share with the team member.

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A man in a dark suit and red tie is seated at a desk, gesturing with his hands while talking to a woman whose back is to the camera. The woman has short blonde hair and is wearing a light-colored top. In the background, a dark bulletin board is covered with various colored sticky notes (yellow, blue, red, purple). The scene is set in an office environment with glass partitions visible on the right.

Staying on top of your game starts with setting clear expectations (goals) for your team members.

Then, taking steps to achieve them while checking their progress as you go.



Coaching: Ongoing Conversations

2 keys elements of ongoing conversations:

- Managers provide frequent, two-way feedback to see how team members are progressing against expectations. Team members let managers know how they could better support the team members.
- When employees know how they are performing, they can plan actionable goals to improve performance and progress in their careers.





Review: 1:1 Meeting

Managers:

- Review team member's yearlong performance objectively.
- Recognize team member's efforts and contributions
- Give (and get) constructive feedback on how team member can improve their performance.
- Coach team member on their Individual Development Plan to advance their careers.
- Discuss and draft team member's goals for the next performance year.

