

GOAL SHEET

Supervisors: Goals should have a specific outcome that can be measured. Meaning that measure results must be available. Goals can be measured in time, increase, decrease or accomplishment. The goal must be achievable and within the control of the individual responsible for the goal. Lastly, the goal must have a specific date by which it must be accomplished.

STATED GOAL	MEASUREMENT	TIMEFRAME
Attend and participate in leadership training programs, especially as it applies to Servant Leadership.	Register for multiple training sessions as budget allows.	Through the Wausau Region Chamber there is a Women's Leadership Conference January 20, 2016. UW Continuing Studies offers a Servant Leadership Certificate beginning March 18. It requires five full-days of training in Middleton. No overnight stays required. Both programs are within the FY 2016 Administrator's Professional Budget.
Update and make necessary revisions to the Performance Review Document. This would include changes recommended to Supervisor forms.	Document will be used by Staff and Board for annual Performance Reviews.	Anticipated completion date is June 2016. This will give ample time for departments to use the form for annual reviews.
Continue website revisions.	Site will continue to evolve. Updates are live immediately.	Ongoing throughout 2016.
Provide support and direction for department initiatives. This would include the storm water utility, comp plan updates, budget document enhancements, RFPs for insurance, etc.	Information and recommendations will be presented to appropriate committees and/or Town Board.	Ongoing throughout 2016.
Work on various items identified in annual performance review. This would include closer review of minutes, leadership in health insurance initiatives, fiscal oversight on project proposals and leadership/supervisory training.	Monitor progress throughout 2016. Attend training to help improve skills. Work closer with department managers on projects.	Ongoing throughout 2016.
Lead the health insurance review committee.	Present plan of action that is cost effective and meets the ACA requirements.	August 2016

Signature of Supervisor

Signature of Employee