Goal Setting

## Team Member:

## Leader:

## Date:

*The leader and team member meet to discuss their common goals for the next year. When the goals are identified, a conversation takes place around what each other need from the partnership in order to be successful in achieving the identified goals. The nature of the conversation is focused on how the team is enabled to succeed:*

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| **Team Goal + Anticipated Outcome** | **Empowered:** when considering the elements that contribute to an empowered team member, which element(s) will require specific attention and how will the team member and leader address the element(s)? | **Engaged:** what is necessary in order to maintain a high level of engagement within the team member? | **Accountable:** how does this goal align to the University’s Strategic Plan? |
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Leader’s signature Date signed

Staff member’s signature Date signed