

Department Goal Setting Meeting Agenda

Department:

Meeting Date/Time:

Agenda

- 1. Overview: Organizational Strategic Plan/Priorities & Next Year's Goals**
- 2. Overview: Department's Current Year-to-Date Goal Results**
- 3. Overview: Key Baseline Data and Trends (by Pillar)**
- 4. Brainstorming & Decisions: Options for 2-3 department goals**

How best can our department contribute to the organization's goals? What are our unique opportunities to improve?

What should our department goals be for this next year?

- 5. Brainstorming & Decisions: Draft 1st quarter action plans for the draft goals**

What actions (when, and by who) will it take for us to accomplish these draft goals?

- 6. Next Steps**

Overview: how goals go from draft to finalized, link to goal and evaluations if applicable, how goal progress is monitored and reported on communication boards, etc., how action plans are carried out and updated

- 7. Meeting Evaluation (see separate form)**