

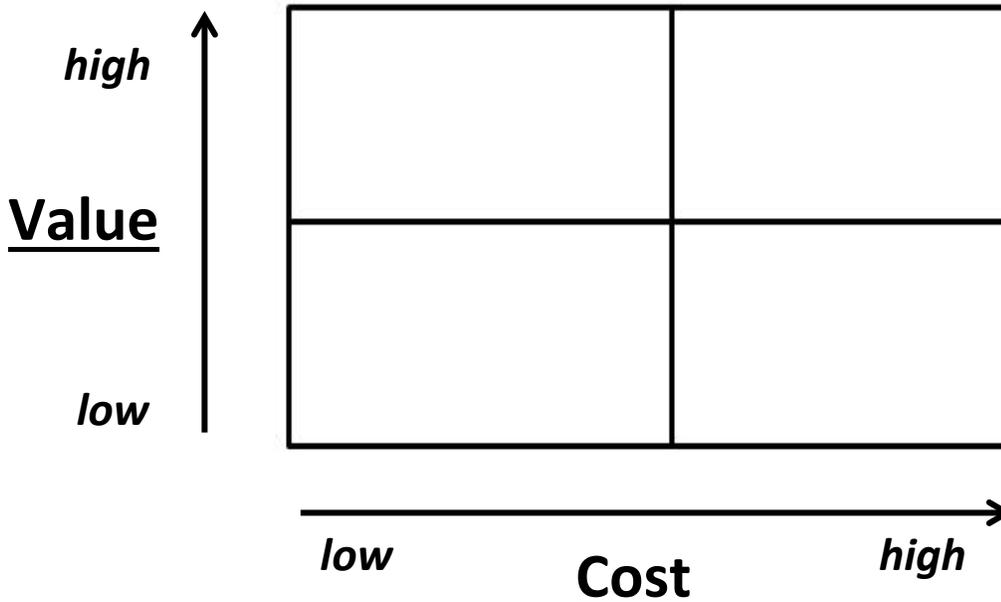
### Prioritization Exercise

The Sunfish Lake Organization includes:

- Population of 50,000 and land area of 400,000 acres
- Approximately ½ of the land area is in agriculture the rest is made up of hobby farms and city
- Farmland makes up 62%, woodland 3% and the remaining 35% is urban land
- Of the 62% of farmland about 5% is pasture and the majority remaining is largely corn and soybeans
- Irrigation of crops and land drainage within wetter soils is rapidly increasing
- 75 lakes and several smaller streams, one of which is a highly regarded trout stream, are within area
- Significant land development is occurring to expand existing cities.
- Six full time staff is available with 1,768 hours/year for each staff person (10,608 staff hours)
- Land use authority
- An adopted budget of \$700,000 but always looking for new grant opportunities
- State grant programs including Water Planning (\$35,000), Feedlot (\$30,000), Septic Systems (\$10,000), Wetland Conservation Act (\$40,000) Shoreland (\$5,000)
- \$280,000 of the budget is provided through a levy with no attachments
- \$310,000 of budget is provided through other competitive grants for various programs and activities
- Programs that equate to 13,000 staff hours, more than what is available or affordable, have been identified in the following areas:

- |                            |  |
|----------------------------|--|
| Feedlot (F)                | Technical assistance to landowners (T) |
| Grant writing (G)          | eLINK Reporting (R)                    |
| Wetland (W)                | Outreach and education (O)             |
| Forest stewardship (S)     | Water monitoring (M)                   |
| Plat/Ordinance reviews (P) | Engineering (E)                        |
| Invasive species (I)       | Livestock Grazing (L)                  |

How would you plot these 12 tasks on the Grid?



## S.M.A.R.T. Goals

<b>S</b>	<b>Specific</b>	Goals should not be ambiguous. They should state precisely what is expected.
<b>M</b>	<b>Measurable</b>	Goal progress can be objectively assessed
<b>A</b>	<b>Attainable</b>	Goal is realistic and employee has the resources needed to achieve the goal
<b>R</b>	<b>Relevant</b>	Goal supports the work of the individual and aligns with organizational goals
<b>T</b>	<b>Timed</b>	Goal clearly specifies a date or schedule

Lets Practice!

**Goal:**  **SMART Goal**

*I will get better at designing conservation projects.*

**Now check it – If the goal is SMART, you should be able to answer the following questions.**

- Specific.** What will be accomplished? \_\_\_\_\_
- Measurable.** How will you know? \_\_\_\_\_
- Attainable.** Is it realistic? \_\_\_\_\_
  - Do you need tools or resources? \_\_\_\_\_
- Relevant.** How does the goal support your organization? \_\_\_\_\_
- Timed.** When does the goal need to be accomplished? \_\_\_\_\_

**Goal:**  **SMART Goal**

**Now check it – If the goal is SMART, you should be able to answer the following questions.**

- Specific.** What will be accomplished? \_\_\_\_\_
- Measurable.** How will you know? \_\_\_\_\_
- Attainable.** Is it realistic? \_\_\_\_\_
  - Do you need tools or resources? \_\_\_\_\_
- Relevant.** How does the goal support your organization? \_\_\_\_\_
- Timed.** When does the goal need to be accomplished? \_\_\_\_\_



# Individual Development Plan (IDP)

Employee Name:  
Position:

Dates Covered:

Competency (or Skill) to be developed or strengthened - #1	Alignment to position description /goals
<p>(list one specific skill here; this can be based on a strength you'd like to further enhance or area for needed improvement. Refer to your Managing for Success Skills deck for examples.)</p>	<p>(the employee and supervisor agree to how this competency aligns with the position description and goals for the department or organization. Briefly describe the connection here.)</p>

<b>Current Status</b>	(briefly describe where you're at; if there is an issue you'd like to address; or why you'd like to enhance a current strength.)
<b>Learning/Development Activities</b>	(list how you plan to work on the skill. For example, activities may include attending a training program, reading a book on the topic, practicing the skill with others, job shadowing, etc. Refer to your Skill Activity book for ideas. )
<b>Internal &amp; External Resources Needed</b>	(identify the estimated staff time needed to implement, and funds for specific activities, such as fees or books)
<b>Success Measures</b>	(How are we going to measure that this competency has been met? What does "done" look like? What will be different as a result?)
<b>Check-In Date</b>	(set a self-progress check-in – something for employees to mark on the calendar and determine if adjustments to the plan are needed)
<b>Measures Completed Date</b>	(set a goal date to finish and evaluate between supervisor & employee)

## IDP Review

An IDP review can take place at any time during the year – during a performance review, monthly, at a mid-point, or when organizational needs change.

### Steps:

- 1) Review IDP (staff and supervisor)
- 2) Estimate progress made toward achieving goal (% complete works well)
- 3) Revisit Priority Level
  - a. Individual priority
  - b. Organizational priority

**Competency (or Skill)  
to be developed or strengthened - #1**

**Alignment  
to position description /goals**

<b>Current Status</b>	
<b>Learning/Development Activities</b>	
<b>Internal &amp; External Resources Needed</b>	
<b>Success Measures</b>	
<b>Check-In Date</b>	
<b>Measures Completed Date</b>	

*IDP Review – Skill #1*

<b>Review Date</b>	<b>Progress made</b>	<b>Individual Priority Level</b>	<b>Organizational Priority Level</b>

<b>Competency (or Skill) to be developed or strengthened - #2</b>	<b>Alignment to position description /goals</b>
---	---

<b>Current Status</b>	
<b>Learning/Development Activities</b>	
<b>Internal &amp; External Resources Needed</b>	
<b>Success Measures</b>	
<b>Check-In Date</b>	
<b>Measures Completed Date</b>	

*IDP Review – Skill #2*

Review Date	Progress made	Individual Priority Level	Organizational Priority Level

<b>Competency (or Skill) to be developed or strengthened - #3</b>	<b>Alignment to position description /goals</b>
---	---

<b>Current Status</b>	
<b>Learning/Development Activities</b>	
<b>Internal &amp; External Resources Needed</b>	
<b>Success Measures</b>	
<b>Check-In Date</b>	
<b>Measures Completed Date</b>	

*IDP Review – Skill #3*

Review Date	Progress made	Individual Priority Level	Organizational Priority Level

