



San Mateo County Essential Supervisory Skills Program
High Performance and Engagement Through Strong, Supported Supervisors

Goal-Setting Follow Up Program

Phase I

There will be a two-phase Follow Up Program to the Essential Supervisory Skills (ESS) Goal-Setting Workshop. The purpose is to reinforce the tools taught during the workshop and provide additional support and accountability for participants to practice and benefit from these tools in their day-to-day work. The steps for Phase I follow up are below.

Step 1: Finalize Your Goals

- Meet with your manager to review the goal Action Plans developed during the workshop and discuss the areas for additional Performance and Development Goals
- Write Action Plans for these goals using the template from the workshop
- Review with your manager for his/her input and approval

Step 2: Schedule a Check-In Meeting

- Meet with your manager to assess the progress and results related to your goals
- Discuss successes, challenges and ways your manager can support your success

Step 3: Attend ESS Follow Up Session

- Meet with other ESS participants to share your experiences and learn from each other
- Pick up additional tools for setting and achieving your own goals
- Learn about how to use the SMART goal process with your direct reports to help them set goals as a key way to manage and support their performance

