

# Facilitator Instructions: SMART Goals Working Sessions

Note: The material provided can be used in a formal working session or with a supervisor and their direct reports.

## Instructions

1. 10 min: Supervisors meet collectively with direct reports to share department and division goals (supervisors should request goals from their division director If they have not received a copy)
2. 15 min: Brainstorm and select team objectives for the calendar year 2020 and ensure they directly relate to the department and division goals
3. 10 min: Collectively select a team objective and run through the SMART Goals worksheet as a team to practice populating the sheet (supervisors are welcome to run through the worksheet for all of their team objectives If this is helpful for the team)
4. 20 min: With the team objectives In mind, ask each individual to fill out the SMART Goal worksheet for each goal (no more than three goals per person)
5. 10 min: Depending on the comfort level of each team member, the individual who wrote the SMART goal(s) can use the checklist to review their work, or they can ask a peer to review their draft using the checklist to provide feedback
6. 10 min: After going through the checklist, the individual should update their SMART goal(s)
7. 15 min: Individuals select a created SMART Goal to share with the team

Following the session, the supervisor should do a final review of the goals to ensure they meet the SMART criteria and are reasonable (not too easy or hard) for the individual.

Note: We understand that unexpected changes and life events occur, which may require that the employee and their supervisor revisit the documented SMART goal(s) during the year to make any necessary modifications.