

# LIVING OUR VALUES

## Manager Responsibilities

### LOGISTICS FOR HOSTING A VALUES STAFF MEETING:

- One-hour long meetings; cover all shifts
- Set up room in a manner conducive to discussion
- Ideal size: less than 25 employees
- Timeframe for meetings: May and June, 2017
- Distribute Handout: PDF – Living Jefferson’s Mission, Vision, & Values
- Use PowerPoint slides for presentation. Instructor notes are included on slides for your preparation.
  - To print instructor notes: click Print, click Full Page Slides, click Notes Pages
- The Manager Toolkit can be found on the Management Portal & HR Website

### YOUR ROLE:

- Your role is essential in connecting the dots for each employee’s individual job, our mission/vision, and where we are going as an organization.
- It is your role to emphasize the importance of our values/behavioral anchors and how we are each accountable for living them.
- You are the ambassador for change within your department.
- When conducting the activities throughout the rollout session, it is important for you to be willing to honestly share individual and department strengths, as well as opportunities for improvement.

### FUTURE CONSIDERATIONS:

- Continually emphasize our organizational values and behaviors.
- Have follow-up discussions at future department meetings.
- Reward employees for exemplifying the behavioral expectations and coach employees when there are opportunities for improvement.
- Evaluate employees honestly and fairly.

### PERFORMANCE EVALUATIONS:

- FY 2017 – Evaluate on iSCORE as in prior years. Discuss the new values and indicate to all employees that they will be evaluated based on the new values/behavioral anchors next year.
- FY 2018 – Evaluate all employees using the new values and behavioral anchors.

