

### *Staff Development Matrix*

		<i>Staff Member Initials</i>							
<b>Goal Setting</b>	Understands and communicates work goals within the group								
<b>Planning &amp; Organizing</b>	Plans & organizes their own work and/or the team's work effectively								
<b>Technical Expertise</b>	The general level of technical competence the person demonstrates.								
<b>Performance Standards</b>	Sets high, yet realistic, standards of performance and inspires people to do their best.								
<b>Coaching</b>	Actively coaches employees and/or team members, helps them learn skills to perform well								
<b>Evaluating Performance</b>	Gives employees and/or others frequent and relevant feedback								
<b>Facilitating Change</b>	Keeps people informed of changes that are occurring in the workplace								
<b>Delegation</b>	Permits individuals to take responsibility and direct their own activities								
<b>Recognition</b>	Recognizes individuals for good performance appropriately and in a timely manner.								
<b>Strategy</b>	Understands and communicates the long-term goals and future direction of the unit/organization								
<b>Communication (Overall)</b>	The overall level of written, verbal, and listening skills demonstrated by the person								
<b>Speaking</b>	Verbally communicate information to others effective one-on-one								
<b>Listening</b>	Hears and understands the words and ideas of others; actively listens								
<b>Writing</b>	Communicate written information clearly and concisely.								
<b>Presenting to Groups</b>	Effectively makes formal presentations to groups of people.								
<b>Conducting Meetings</b>	Participates in and/or effectively leads meetings.								
<b>Teamwork</b>	Promotes cooperation within the work group; gets along well even when disagreeing with others								
<b>Empowering Employees</b>	Helps to provide staff/others with the training, resources, and confidence to do their work.								
<b>Trust</b>	Promotes a climate of trust in the work group; is trusted by co-workers								
<b>Resourcefulness</b>	Knows how to get things done and can find the resources to accomplish goals.								
<b>Self Confidence</b>	Is self-confident, accepts constructive criticism, and has a positive attitude.								
<b>Decisiveness</b>	Tackles problems immediately and is willing to intervene in work problems when appropriate.								
<b>Directive</b>	Supervises others closely and tries to exercise tight control over others' activities.								
<b>Participative</b>	Seeks ideas and input from others, involves appropriate others in goal setting and planning								
<b>Approachability/Acceptance</b>	Is easy to talk to, friendly and accepting of others and their ideas.								
<b>Flexibility</b>	Is adaptable and tolerant of the ideas of others, accommodates change positively								
<b>Influencing Others</b>	Persuades others to their position and motivates others to take action.								
<b>Cooperation</b>	Promotes collaboration and harmony within the work group.								