

Staff Development Matrix

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