

GOAL DEVELOPMENT WORKSHEET

Please use a separate copy of the chart below for each priority you are proposing to address in your strategic plan. The goals, strategies, deliverables, and metrics identified will be included as part of your strategic plan.

1. PRIORITY YOU ARE TRYING TO ADDRESS

What is the opportunity or challenge, the need, or the new direction you would like to pursue?

Example: Providing an inclusive and respectful environment in the department where all students, faculty, and staff feel welcome and valued.

2. RELEVANT FACTORS AND ASSUMPTIONS

What relevant factors impact or are related to this priority?

Example: Survey and focus group data suggest concerns about disrespect and exclusionary behavior among underrepresented groups in the department (e.g. women, URM groups, people with disabilities).

3. GOAL(S)

What do you want to achieve or change in regard to the above priority?

Example: Improve relationships, increase respect, and eliminate exclusionary behavior so that all members of the department are able to report feeling comfortable or very comfortable with the climate of our unit.

<p>4. STRATEGIES</p> <p>What general strategies or approaches will you use to accomplish your goals?</p> <p><i>Example: Enhance training on cross-cultural communication and an inclusive workplace for all our employees, especially managers.</i></p>	<p>5. DELIVERABLES</p> <p>For each strategy, list one or more specific actions or resources you will use or develop to implement it.</p> <p><i>Example: Develop an all staff training plan with campus partners for enrolling in Multicultural Education, KEYS, and other relevant workshops on successful cross-cultural communication and creating an inclusive workplace.</i></p>
<p>6. METRICS</p> <p>What information will you track and review to measure both short and long term progress toward your goals? What source(s) will be used?</p> <p><i>Example: Percentage of employees reporting that they feel comfortable or very comfortable with the climate of the unit. (Data sources: Campus Climate Survey, internal workplace survey.)</i></p>	