Growth Planning and Support (GPS)

Salt Lake Community College appreciates the time, hard work and contributions of all our employees. We want our employees to be successful in their employment and have opportunity to learn and grow. We are excited for what you do and what you can do.

The GPS (Growth Planning and Support) Program at the College provides opportunities for supervisors and employees to meet and discuss goals, tasks, and progress on a regular basis throughout the year. As employees and supervisors participate in GPS discussions, channels of communication can be opened up so both the supervisor's and the employee's jobs are enhanced. Employees are more effective, motivated, and dedicated when they know what is expected of them and when they can see how their work impacts the achievement of departmental and institutional goals.

As employees meet their individualized goals through growth, planning, and support from their supervisors, departments will have a greater opportunity to meet their goals. As departments meet their goals, the College's vision, mission and values can be fully supported. In addition to goal achievement, GPS can enhance the relationship between employees and their supervisor.

MISSION, VISION, AND VALUES

SLCC VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

SLCC MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

SLCC VALUES

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **Collaboration**
  - We believe we're better when we work together.
- **Community**
  - We partner with our community in the transformative, public good of educating students.
- **Inclusivity**
  - We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning**
  - We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation**
  - We value fresh thinking and encourage the energy of new ideas and initiatives.
- **Integrity**
  - We do the right things for the right reasons.
- **Trust**
  - We build trust by working together in good faith and goodwill to fulfill the College's mission.

GPS Timing

Quarterly discussions between the employee and supervisor are to be established, below is a recommended schedule:

> January, February March → discussion in April*

> April, May, and June → discussion in July

> July, August and September → discussion in October

> October, November, December → discussion in January

The GPS meeting can be initiated by either the employee or the supervisor, however, the supervisor is responsible for making sure the GPS meetings take place. Ample time for preparation shall be given to both the employee and supervisor, regardless of who initiates the meeting. It is recommended that at the conclusion of one GPS meeting the next GPS meeting date will be determined. Depending on the upcoming goals and objectives, the meeting may be scheduled sooner than the following quarter. The preparation of the meeting will be completed by both the supervisor and the employee.

Reviewing the GPS document together will give the employee and the supervisor a complete look of goals and expectations to move forward. Some goals may not be accomplished within the quarter so regular informal check-ins are recommended. During the quarterly meetings, updates should be given to gauge progress. Discussing new challenges or changes is necessary to keep the goal moving forward towards completion. It is always a work in progress until complete.

*When the consistent application of GPS takes place, the supervisor and the employee can discuss merit pay for the upcoming year during the April meeting. Although the actual merit process begins in late April and early May, the conversation may be geared toward performance and accomplishment for the past year. The supervisor discusses the process of how he/she individually intends to apply merit. Sharing this information from the supervisor will make understanding merit helpful information for the employee. The actual amount an employee's salary will increase will be distributed through the Staff Salary Notification Letter distributed before July 1st.

GPS Details

Growth
Supervisor and employees will want to review what has been completed in the past or what growth can occur in the future. Some topics/discussion points suggestions are:

Supervisor	Employee
Previous goals & objectives achieved since the last meeting.	Previous goals & objectives achieved since the last meeting.
How is the employee doing (engaged in the work)?	What have I done previously to enhance my growth?
What assistance does the employee need to be successful (skills, assistance, time, training, etc.)?	Problems that have been encountered in achieving these goals and objectives?
What are the goals the employee needs to work on moving forward?	What steps do I need to take to achieve the established goals and objectives?
How can I be a better supervisor for the employee?	How can I be a fully engaged and contributing college employee?
How do these new initiatives and projects relate to the strategic goals of the College?	

Planning & Support

Once the review of the previous tasks, duties, and projects is complete, the planning and support of new endeavors begin. Both the supervisor and the employee work on these new items for completion. Many options are available on the Staff Development website to accomplish or to generate ideas of professional development.

Supervisor	Employee
What upcoming goals & objectives are needed for the success of the College and the department?	What professional goals do I want to achieve?

There are several resources available to assistant in the GPS program. Resources include, HR, Staff Development, Staff Development Resource & Training Catalog, Strategic Planning, outside organization/certifications, etc. See GPS Resource page 4 for links and more information.

**Employee performance concerns involving day-to-day operations or significant time-sensitive issues should be addressed immediately, the supervisor should not wait to address these concerns or issues in the quarterly GPS meeting. By meeting immediately to discuss concerns from both the employee and the supervisor, expectations are addressed and improvements are made quickly and more efficiently.

The attached GPS form can be utilized as is or can be adapted to meet the needs of the department. Departments may create their own GPS form/tool to meet their specific needs.

GPS Ideas

Supervisors, may ask the following questions as they prepare to engage in the GPS program:

> *Have I clearly communicated the job expectations to the employee?*
>
> *Are the tasks/projects SMART: Specific, Measurable, Achievable, Realistic, and Time-based?*
>
> *Have the tasks/projects been discussed with the employee?*
>
> *Have I made sure there are no barriers or obstacles in the way?*
>
> *Is this a task/project that uses this person's talents and strengths or is it a means for development?*
>
> *Have I told this person what I like about his/her past work so that the feedback can be applied?*
>
> *Have I provided adequate coaching, training, resources and support so the employee can be successful?*

Below are some ideas for employees and supervisors to utilize in the GPS program and development. These are not required but may be used.

1. Present at or lead a meeting(s) you do not normally run.
2. Take on a significant role for a task/project/activity that crosses departmental boundaries.
3. Put yourself in someone else's shoes (shadow, or job swap for a predetermined time).
4. Mentor someone in the organization.
5. Volunteer, and take a lead role.
6. Join a professional organization, and sign up for a committee of interest, or role within leadership.
7. Network to meet at least 6 new people at SLCC.
8. Do an information interview(s) with someone(s) whose role interests you, and discuss what you learned with your manager.
9. Serve as coordinator of a search/interviewing team for an open position in your department and fulfill the role of key liaison with HR for this position opening.
10. Build a business case for a change in your department, and present it to your manager.
11. Sign up to take part in a SLCC event or activity.
12. Do research on a topic that interests you and is related to your department, or SLCC, and present your findings at a staff meeting, or to your manager.
13. Create a process map for a service you provide to your customer groups, and analyze it for potential improvements.
14. Form and lead a team to improve hand-offs between your department and one of your customer groups or departments.
15. Teach someone a skill or area of expertise you possess.
16. Become a member of a SLCC community group and take on a leadership role in the group.

17. Advancement of position through Talent Management program.
18. If applicable, attend Supervisor Essentials and/or training on Coaching.
19. If applicable, national standards for professionalism in your expertise or department that would beneficial.

GPS Resources

HUMAN RESOURCES - http://i.slcc.edu/hr/ or call ext. 4210 (one-on-one consultations depending on the needs of the employee)

INCLUSIVITY - http://www.slcc.edu/inclusivity/

OFFICE OF INFORMATION TECHNOLOGY - https://slcc.service-now.com/help/oit_training.do

POLICIES & PROCEDURES WEBSITE: http://www.slcc.edu/policies/index.aspx

STAFF DEVELOPMENT - http://i.slcc.edu/staff-development/index.aspx

STAFF DEVELOPMENT RESOURCE & TRAINING CATALOG - http://i.slcc.edu/staff-development/calendar.aspx

STRATEGIC PLANNING - http://www.slcc.edu/Plan/index.aspx

COMMUNICATING WITH YOUR SUPERVISOR: http://i.slcc.edu/hr/docs/Communicating-with-your-Manager-2016.pdf

OUTSIDE ORGANIZATION/CERTIFICATIONS – depending on the organizations or certifications used within your department or the area you'd like to learn more about, there may be specific trainings or resources for you to be involved in. For example: there are several certifications in OIT (C++, AJAX, Microsoft, etc.) Or organizations that are specific to the type of goals being set.

Name _____ Meeting Date _____

Growth:

What accomplishments have been made recently:

What professional objectives would I like to work towards:

Planning:

Interests & Strengths that are not being utilized or could be utilized more	Development Opportunities (list activities/ opportunities involving the interest & strengths)	Action Steps for Success (what knowledge, skills and abilities need to be enhanced)	Date to be achieved

When planning, keep in mind: Specific, Measurable, Achievable, Realistic, and Time-based

Support:

List professional development, actions and/or training needs to be involved for success (if applicable)

Next Meeting Date: _____