

Worksheets



**Continuous Improvement Through
Teamwork, Collaboration and
Shared Leadership!**

Imagineering...

Department Name: _____

Describe the desired state of your department

Ideally... How would employees go about their work?

Ideally... What would it look like, sound like, feel like to work in or interact with the department?

Ideally... How would you know if you achieved your ideal state? What would be outcomes or measures?

Other ideas of the “desired state” of the department?

Consensogram!

Our Department: _____

Directions: As a team, come to consensus on an overall rating of the “current state” of your department. Circle a number below and then provide some comments to explain the rating.



Are We Satisfied?

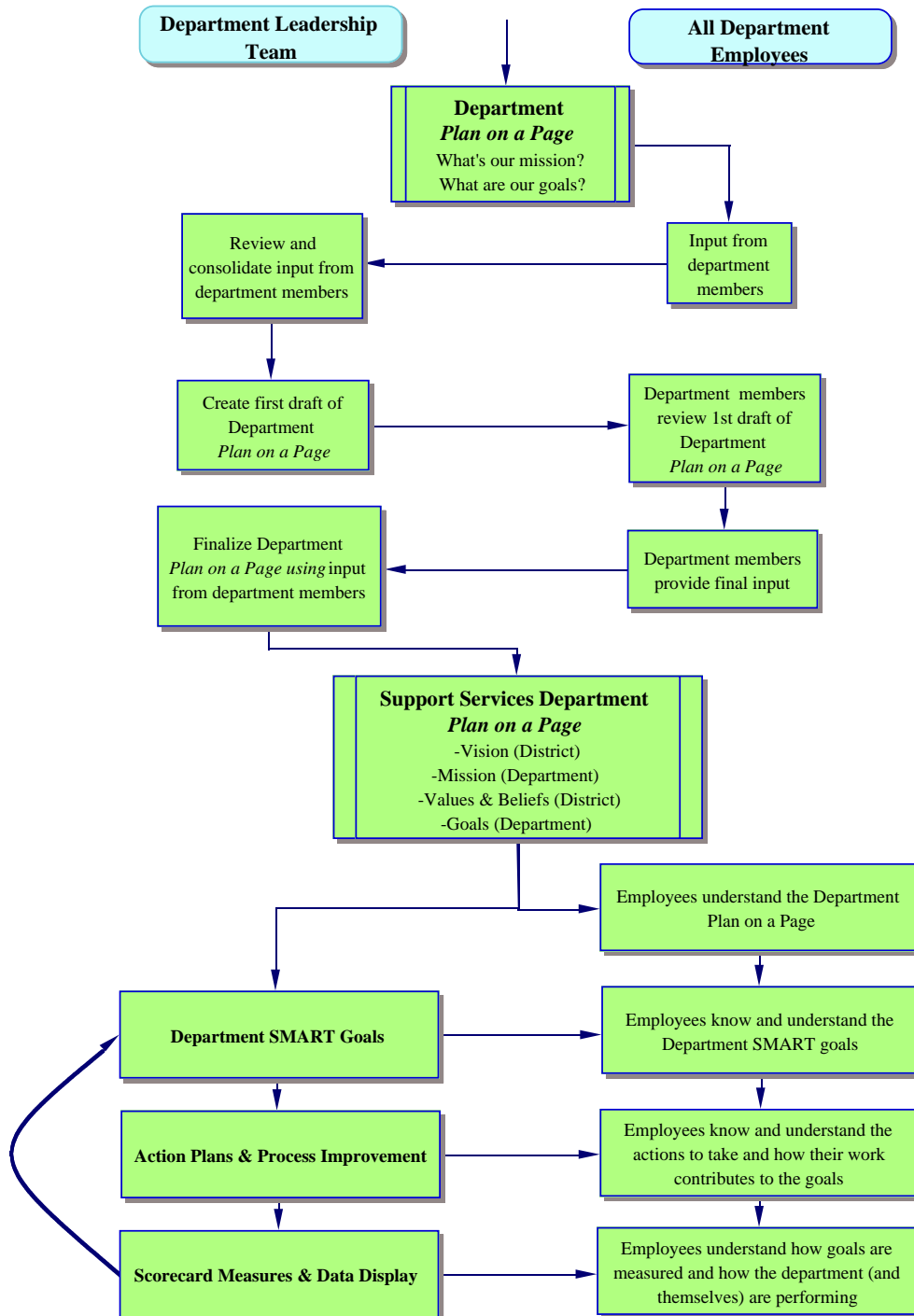
- **Consensogram: On a scale of 1-10, how satisfied are you with the quality and effectiveness of your department?**
 - **A “10” would mean we couldn’t possibly improve- we’ve reached our ideal state**
 - **A “1” would mean a complete overhaul and redesign is needed to fix/improve the department**



Our overall rating of the current state of our department is: _____. Explanation- please provide some comments below that help explain the rating your team provided.

Support Services - Alignment Process

DUNLAP SCHOOL DISTRICT #323 STRATEGIC PLAN 2010-2015	
MISSION	
The Dunlap School Community will empower all students to excel in a global society.	
VISION	
Dunlap students will continuously excel in a global society by being:	
<ul style="list-style-type: none"> • Self-motivated <u>learners</u> • Critical <u>thinkers</u> • Effective <u>communicators</u> • Skilled <u>collaborators</u> • Responsible and culturally aware <u>citizens</u> • Technologically capable <u>creators</u> 	
VALUES & BELIEFS	
We believe that:	
<ul style="list-style-type: none"> • While all children can learn, they learn at different rates and in different ways. • High expectations and an engaging, innovative, technological learning environment are critical to the learning success of all students. • Students must take responsibility for their own learning and achievement. • Effective collaboration requires trust, mutual respect, open, and honest communication. • District policies are necessary to ensure equitable and consistent implementation of expectations. • Goals must be specific, measurable, attainable, results-oriented, and time-bound. • Continual stakeholder feedback guides improvement. 	
GOALS	
<ul style="list-style-type: none"> • Goal 1: To continuously improve student growth and achievement. • Goal 2: To obtain a satisfying and productive classroom and school learning environment. • Goal 3: To achieve a satisfying and productive classroom and school teaching environment. • Goal 4: To ensure a satisfying and productive partnership with families and the community. • Goal 5: To obtain efficient, effective, and equitable use of resources. 	



Department Plan on a Page Planning for Employee Input

Who will be involved?

When will the activities take place and input collected?

How will input be solicited?

Who will facilitate the process?

Other ideas?

Department Mission and Goals

Department: _____

QUESTIONS?	ANSWERS...
WHO? <ul style="list-style-type: none">▪ Who are our customers?▪ Who do we serve?	
WHAT? <ul style="list-style-type: none">▪ What value do we add to the District?▪ What is our purpose & function?	
HOW? <ul style="list-style-type: none">▪ How should we approach our work?▪ How do we want to be perceived by others?	
WHAT? <ul style="list-style-type: none">▪ What should our goals be?▪ What should we measure?	

Support Services Leadership Team Workshop – Participant Feedback

Please Circle One		
High School	Middle School	Elementary

- | | Strongly Disagree | | | | Strongly Agree |
|--|--------------------------|---|---|---|-----------------------|
| 1. Overall, the workshop was well organized. | 1 | 2 | 3 | 4 | 5 |
| 2. The program included an effective level of participation and involvement. | 1 | 2 | 3 | 4 | 5 |
| 3. Facilities and accommodations were conducive to learning. | 1 | 2 | 3 | 4 | 5 |
| 4. This workshop provided the necessary ingredients for us to have an effective learning experience. | 1 | 2 | 3 | 4 | 5 |
| 5. We will be able to use the information and/or skills acquired through this workshop to improve our effectiveness as a Department Leadership Team. | 1 | 2 | 3 | 4 | 5 |

6. Plus/Delta comments:

<p style="text-align: center;"><u>Plus</u> (What did you like about today’s workshop?)</p>	<p style="text-align: center;"><u>Delta</u> (What could we have done differently?)</p>
---	---

7. Please list any topics you would like to see addressed at Department Leadership Team workshops.

8. Because of today’s workshop, our team will: