

Leadership Linkage Grid – Administrative

July 13, 2012

Assignment	Activity	Tools and Validation	Complete By	Completed Yes/No
Communicate Information	<ul style="list-style-type: none"> As a leader engage your workforce by sharing with your team the content of the LDI. Review how the LDI information was shared with staff and their feedback at the next monthly meeting with your one-up leader. Copies of the “Spotlight on Excellence” videos are available in the Enterprise Support Center to share with staff. 	Presentation from presenter Staff Meeting Minutes Monthly Meeting with One-up Leader	08/10/12 08/24/12	
Making Excellence Stick	<ul style="list-style-type: none"> Review progress on LEM goals with team. Complete the “Top 10 questions to ask when we are not getting desired results” tool for results that are not meeting goal. Add action plans to the LEM. Make needed changes to hardwire tactics in areas of need. Review the completed “Top 10 questions...” tool and hardwiring efforts with one-up leader. Provide a copy of the completed “Top 10 questions...” to the Enterprise Support Center @donna-emrick@oushc.edu. 	10 Questions to Ask Tool Monthly Meeting Model Submit completed Top 10 questions tool to ESC	08/10/12 08/24/12 08/24/12	
Breakout Session Assignments	<ul style="list-style-type: none"> Complete FY 2013 goals in the LEM. Goals should be loaded, weighted, and locked in the LEM. Hardwire Monthly Meeting Model utilizing the approved Accountability Matrix. Meetings should be scheduled monthly with direct reports for the next 12 months. Finalize 1st quarter FY 2013 90-day plans 	LEM loaded, weighted, and locked Monthly meetings scheduled & Accountability Matrix completed 1Q 90-day plan finalized	08/01/12 08/01/12 08/10/12	
Complete Online Evaluation/Survey	<ul style="list-style-type: none"> After attending this LDI, you will be emailed a link to the evaluation/survey. Complete evaluation/survey to provide feedback for future Leadership Development Institutes and to receive CME & CEU credit (where applicable). It is expected that 100% of leaders will complete the survey. 	Online Evaluation/Survey	08/10/12	