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| Agenda | Collective's Leadership Team (CLT) Planning Meeting |
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| Location: | Zoom: https://cityofmadison.zoom.us/j/84094781155?pwd=QmhBV1RVUyticEhENEdKWDhiY0d2UT09 |
| Date, Time | Thursday, November 16 th at 1:00 PM 60 minutes |
| Documents | The Supervisory Collective, FAQs Roles and Responsibilities |
| Note taker: | Jay Winston & CLT Members |

| Estimated Time | Member | Topic | Notes |
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| 5 Minutes | Jay | <u>Introduction and Welcome</u> | |
| 40 Minutes | All | <u>Scenarios & Guided Discussion</u> | |
| 15 | All | <u>Share Out & Wrap Up</u> | |

Scenario 1:

Employee 1 is a seasoned member of your team with 5 years of tenure. A new hire, Employee 2, joined the team eight months ago. Prior to Employee 2 joining, Employee 1 used to handle both roles.

Both employees have similar job descriptions, and while their tasks are different, there's a significant overlap in responsibilities. They frequently find themselves stepping on each other's toes.

Both employees, on separate occasions, have come to you to express their frustrations as they struggle to define clear boundaries and responsibilities.

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| <p>NOTES</p> | |
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Scenario 2:

You (the Supervisor) are known for your empathetic and supportive leadership. Employee A, is currently experiencing significant life changes that have understandably impacted their performance at work.

Not only their individual tasks but also the overall team dynamics. Employee A has been with the organization for 8 years and was previously a top performer, but lately, their work has been inconsistent, and deadlines are frequently missed.

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| <p>NOTES</p> | |
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Scenario 2 Plot Twist:

Employee A is feeling frustrated by their performance challenges and the perceived lack of understanding from colleagues.

Employee A contacts their union/association to express their concerns about the work environment and how their personal challenges have not been accommodated effectively, leading to increased stress and frustration.

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