

Duty/Task:									
I-8 Conduct regular staff meetings									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Identify schedule and location for staff meetings	1 Identified a schedule and location for staff meetings and advised staff accordingly	1 Computer, word processing software	1 Computer skills, planning skills	1 N/A	1 Diligent, organized	1 What day(s) of the week are most convenient for the majority of staff? Where is the most convenient location for the meetings?	1 Staff responses	1 Employees won't know when and where the staff meetings will be held	
2 Identify agenda items for staff meeting	2 Identified agenda items (new and old business) for the meeting; solicited input from staff for items to include	2 Computer, word processing software, email	2 Knowledge of CSA operations and issues that need to be discussed, organization skills	2 N/A	2 Receptive, detail oriented, timely	2 What items need to be on the agenda? What items would the staff like to have included? What should the format of the meeting be?	2 Current operations issues, upcoming events, input from staff	2 Meeting won't be focused without an agenda, people won't be prepared for the meeting	
3 Develop agenda and provide copies to those attending	3 Developed a written agenda for the meeting and distributed it to staff at least a day in advance	3 Computer, word processing software, email	3 Computer skills	3 N/A	3 Prepared, thorough, timely	3 Who should receive the agenda? How far in advance of the meeting should it be distributed? What other instructions or information should I include when I distribute the agenda?	3 Available staff, amount of preparation (if any) required, expectations for how the meeting will be conducted	3 Meeting won't be focused without an agenda, people won't be prepared for the meeting	
4 Conduct the meeting	4 Conducted the staff meeting to cover the entire agenda with staff input; meeting ended within prescribed time (if any)	4 Agenda, meeting room	4 Meeting facilitation skills, knowledge of CSA operations, communication skills	4 N/A	4 Clear, timely, receptive	4 What do I do when topics come up that weren't on the agenda? What do I do if there's extensive discussion that would make the meeting run longer than planned? Who will take notes of the meeting?	4 Carry over items to next meeting, solicit volunteer to take notes	4 Meeting won't be productive, employee may come to dread staff meetings	
5 Provide a summary of the items and discussed and actions taken for those who were unable to attend as well as those who did attend	5 Provided accurate, timely meeting notes to all staff	5 Computer, word processing software, email	5 Writing skills, knowledge of topics discussed/actions taken	5 N/A	5 Accurate, thorough, timely	5 Who will prepare the meeting notes? What format should I use? How will they be distributed?	5 Decisions made with staff input	5 Staff members not present won't know what's going on; facts may not be understood by everyone without notes	
Analyst: John Moser			Specific Relevant References:						