

**New Action Project Declaration Form**  
*Please answer all the following questions*

**Institution:** Northern Wyoming Community College District

**Planned project kickoff date:** April 1, 2016

**Target project completion date:** August 1, 2019

**Project Leader:** Jennifer McArthur

**Project Sponsor:** Cheryl Heath

**Team Members:** Dr. Paul Young, Jennifer McArthur, Cheryl Heath, Jed Jensen, Brett Burtis, Michelle Stevenson

**A. Give this Action Project a short title in 10 words or fewer.** NWCCD Supervisor Training

**B. Describe this Action Project's goal in 100 words or fewer.** NWCCD will improve the employment climate and team effectiveness through training supervisors in supervisory skills, performance evaluations, and other hands on management skills identified as needed at our institution.

**C. Identify the AQIP Category that this Action Project will most affect.** Category Three: Valuing Employees explores the institution's commitment to the hiring, development, and evaluation of faculty, staff, and administrators.

**D. Describe your institution's reasons for (1) initiating this action project now and (2) for how long it should take to complete it.** NWCCD is adopting this action project to improve our employee satisfaction as measured bi-annually on the climate survey. Over the next six months the project team will develop training modules based on input from supervisors gathered in Fall 2015 and their research on best practices. The first cohort of supervisors will start training in Summer or Fall 2016 and complete in Summer or Fall 2017. Performance evaluations and professional development plans will be completed in Summer 2017. The next climate survey will be conducted in Spring 2017 and 2019.

**E. List the project goals, milestones, and deliverables along with corresponding measures, due dates, and other measures for assessing the progress for each goal. Be sure to include dates for formal evaluations when the project progress will be reviewed.** Tentative training schedule will be presented to President's Team in June 2016. Project team will continue to refine and work on the training schedule as the training progresses.

**F. Describe how various members of your institution will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration.** The action project team members will develop the management training modules and coordinate periodic training such as monthly sessions for ten to twelve months. Senior managers will select supervisors to participate in the training. Supervisors will complete training modules, conduct performance reviews, and document professional development plans with their employees. This project will involve all employees, as supervisors or supervised employees.

**G. Describe how the institution will monitor project progress/success during, and at the completion of this project. Be sure to specifically state the measures that will be evaluated and when.** We will monitor project progress by the number of supervisors who have completed each training module, and the percentage of performance evaluations and professional development plans completed on an annual basis. At the conclusion of the training we will evaluate the change through selected questions on our bi-annual climate survey.

**H. Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals.** The biggest challenge will be scheduling ensuring all supervisors can attend the trainings and follow up with supervisors in between training sessions to ensure work outside of the sessions is completed.

**I. Provide any additional information that will help reviewers to understand this action project and your responses to the above questions.** While we generally have a good work climate and employee morale, there has been consistent feedback on our climate survey regarding communication and consistent values and application of policies and procedures. Rather than focusing on leadership training, we see a need to focus on hands on supervisory skills that can be applied consistently across all departments at the institution.