



## Management Services Fiscal Office

### *Addressing Employee Concerns*

#### Action Plan Progress Report

January 25, 2007

#### **So far, we've:**

##### **FOCUS AREAS:**

- I have opportunities at work to learn and grow.
  - I receive recognition for a job well done.
  - My performance evaluation provides me with meaningful information about my performance.
  - Improving "A spirit of cooperation and teamwork exists in my workgroup"
- Identified training needs / opportunities for staff in the Performance Development Plans.
  - Shared training opportunities with staff as they have been received.
  - Held an All Staff meeting in September 2006. At the meeting we:
    - Presented the MSFO Employee Survey Action Plan.
    - Recognized recent accomplishments of the various sections within MSFO.
  - Managers are using the MSA Web Site "Kudos" option to recognize staff for a job well done, in addition to including the information in the evaluation portion of the PDPs.
  - Requested staff involvement in a workgroup:
    - To provide the MSFO Chief with recommendations for ways to improve "A spirit of cooperation and teamwork exists in MSFO".

#### **Future actions:**

- Emphasize the continued use of MSA Kudos to recognize staff.
- MSFO Managers are continuing to look into training that would be beneficial to all MSFO staff.
- The workgroup to address "A spirit of cooperation and teamwork exists" has yet to be formed. No response from staff to participate in this workgroup has been received.