Staff Meetings

Bi-weekly at 11:00 - noonish on Tuesdays in the Auditorium

Reminder: Science talks should be engaging and understandable for non-expert audience

A few times per quarter we will not have a science talk and instead provide division updates or other non-scientific topics:

e.g. Jan. 23 the IDEA office will give a presentation on Psychological Safety.

Today's topics

- Retreat Follow up
- Web-Page transition and Internal Resource Page
- Mid-year check-in
- LDRD process

Follow-up on NSD Retreat Nov. 14-15

 Retreat Web-page (also linked from NSD Event Calendar entry): https://sites.google.com/lbl.gov/nsdoffsiteretreat2023/home

Agenda links to presentations and Mentimeter result summaries

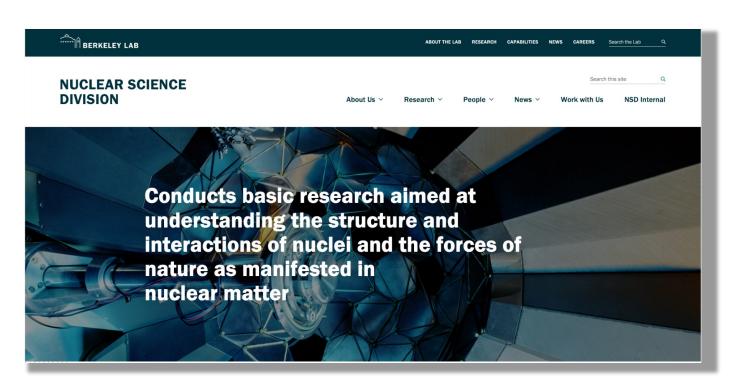
Today, we report back with first actions resulting from your feedback

Retreat Follow-up

Initial Division Actions

- Provide more opportunities for in-person interactions
 - Moved staff meeting off lunch hour and into auditorium
 - Expect everyone who is on site is expected to attend in person
 - More initiatives under consideration (e.g. division coffee hour)
- Transparency & Accountability
 - Internal NSD web-page
 - Resources, Policies, Procedures, Committees, etc.
- Onboarding
 - Task force is being set up to develop minimum NSD specific onboarding resources for NSD supervisors
- Career Development
 - Implement individual Career Development Plans
- Supervisor Training
 - Under development by HR stay tuned

Web-transition and Internal web-page





Mid-Year Check-in

As announced in May 2023, a Mid-Year Check-in is part of the Performance Management Process:

- Employees meet with supervisor for 15-30 mins to
 - discuss progress and challenges in advancing their annual goals, and
 - discuss your individual career development plan

Deadline is February 26, 2024

- The check-in will NOT require a report, but we ask for a **formal acknowledgement** of completion (web-form).
- We encourage the completion of individual Career Development Forms that should be uploaded during the acknowledgement process.
 - Please be advised that the completion of an individual Career Development Plan form is voluntary and optional for represented employees including postdocs.

MID YEAR CHECK IN RECOMMENDATIONS

- Briefly review performance goals & progress
- Provide **positive feedback** on work or accomplishments and use specific examples.
- Provide constructive feedback on areas of opportunity and use specific examples.
- **Discover** and address any roadblocks that may prevent the employee from achieving their performance goals i.e. are the goals still attainable? Any opportunities for **collaboration/partnership?**
- Align on expectations
- **Identify** resources and training for support. Clearly indicate if a performance issue is becoming problematic to the extent counseling or progressive discipline is being considered.
- Discuss employee satisfaction & engagement and any concerns the employee may have.
- Exchange ideas.
- **Dive** into career and/or job development goals. Utilize the Individual Development Plan
- What training/learning opportunities is/are your employee(s) seeking?
- Do the position descriptions need to be reviewed?



DRIVING CAREER DEVELOPMENT

- Foster a shared understanding of employees' aspirations, goals, and desires
- Create alignment of expectations, and provide a sense check of what's realistic
- Help drive self-awareness through coaching
- Connect employees to the relevant resources, tools, and materials
- Agree on next steps in line with the org's and team needs
- Support camping, climbing, catapulting!
 - Camping: nurturing specialization in one area
 - Climbing: supporting expertise in leadership/management role in area of speciality or broader area
 - Catapulting: moving to a different team, starting new career in more junior role



DRIVING CAREER DEVELOPMENT CONVERSATIONS & INNOVATION

- Keep **development** front and center! Set development goals & talk about career development early and often; plan and agree on check in times
- Discuss how short term **goals** impact the employees' long term goals
- Make the conversation interactive; exchange ideas these may shape unique developmental plans.



Practice the growth mindset! Show interest by asking open ended questions & practice receptivity.



LDRD Process

- Pre-proposals Google Form due by COB January 19th
 - Project overview
 - Rough budget FTE, non-labor to nearest \$10k
 - Heilmeier questions
- Pre-proposals will be reviewed and feedback provided by January 26th
 - PIs should begin working with Morgan on budgets
 - Begin discussions with collaborators if not already done so
- Pls present proposal to the Division on February 28th
 - 10 min. presentations, proposal mature and budgets complete
 - PS Area meeting for Area Instrumentation and Multi-Area presentations on February 6th
 - PIs presenting at the Area meeting will not be required to present at the NSD meeting
- Proposals in system but <u>not locked</u> by COB March 15th
 - Final review; PIs will be notified of any issues by March 20th
- Submission deadline: 5 pm, March 22nd