



Welcome to Supervisor Orientation

1. Please rename yourself on Zoom

- Name
- Agency
- Pronouns



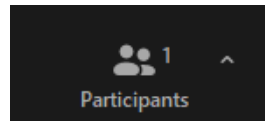
2. Answer our check-in question in the chat:

“If you had a time machine, where would you go?”



Tech Check

1. Rename Yourself



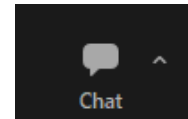
- Participants > Hoover over your name > 3 dots > Rename. Type your Name, Pronouns, and Department.

2. Mic & Video Test



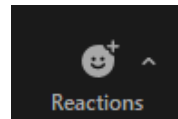
- Select the microphone button to unmute yourself & say hello! Select the video button to go on/off camera.

3. Locate the Chat Feature



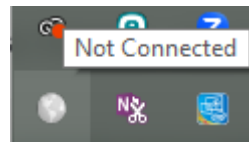
- Select the three dots > Chat to open up the chat box.

4. Raise Hand



- Select the three dots > Reactions > Raise Hand to raise your hand.

5. Turn off your VPN



6. Grab a Copy of the Learner Workbook / Handouts



- Found in Chat from your facilitator!

Disruption? Try logging out and logging back in again.



**Jay Winston, M.S.
(She/her/hers)**



Badger Alumna



World Traveler



Thalassophile



Dog Mom



Foodie

**Group
Agreements**

Be Present

Take Space

Make Space

Take Notes

Be Curious

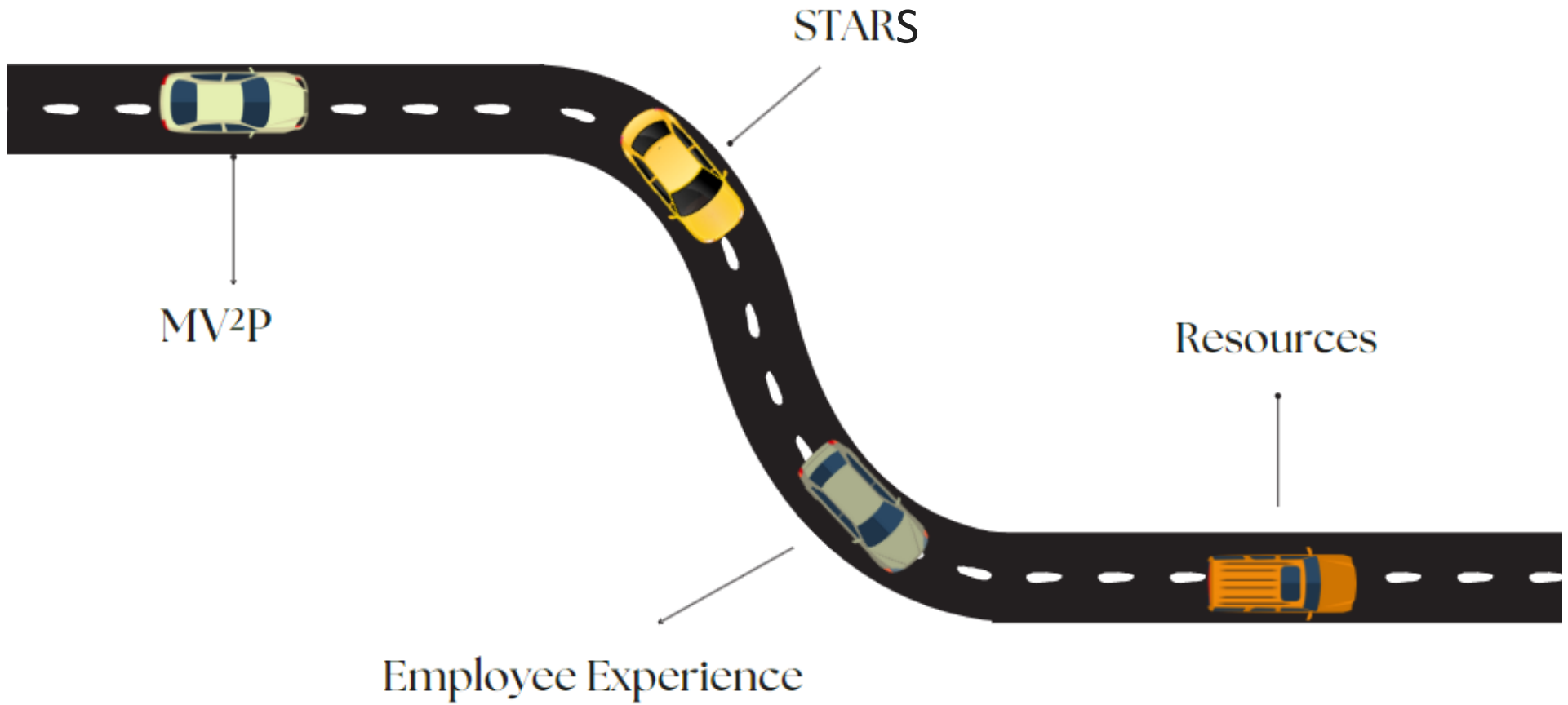
Ask Questions

Additions?





Supervisor Orientation



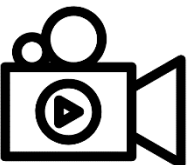
MV²P

STARS

Resources

Employee Experience

Welcome Video from the Mayor





Our Mission



OUR MADISON

INCLUSIVE, INNOVATIVE & THRIVING

OUR MISSION is to provide the highest quality service for the common good of our residents and visitors.



Our Service Promise



OUR SERVICE PROMISE

I have the highest expectations for myself and my fellow employees. Every day, I will:

- Serve coworkers and members of the public in a kind and friendly manner.
- Listen actively and communicate clearly.
- Involve those who are impacted before making decisions.
- Collaborate with others to learn, improve, and solve problems.
- Treat everyone as they would like to be treated.



CITY OF
MADISON



Our Values



Equity

We are committed to fairness, justice, and equal outcomes for all.



Civic Engagement

We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.



Well-Being

We are committed to creating a community where all can thrive and feel safe.



Shared Prosperity

We are dedicated to creating a community where all are able to achieve economic success and social mobility.



Stewardship

We will care for our natural, economic, fiscal, and social resources.



Breakout Activity



CITY OF MADISON

From Values to Action Learner Activity

How can we imagine the City of Madison's Values guiding our daily work? What might these values look, sound, and/or feel like for you in your new role? If you need guidance, read through the list of questions beneath each value below – consider your position description and what efforts you might be working on in your new role.



From Values → Action

Equity: We are committed to fairness, justice, and equal outcomes for all.

Notes and date to be discussed:



Civic Engagement: We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.

Notes and date to be discussed:



Well-Being: We are committed to creating a community where all can thrive and feel safe.

Notes and date to be discussed:



Shared Prosperity: We are dedicated to creating a community where all are able to achieve economic success and social mobility.

Notes and date to be discussed:



Stewardship: We will care about our natural, economic, fiscal, and social resources.

Notes and date to be discussed:





Share Out



STARS- Situational Analysis

What's the Situation?

S

Start-Up

T

Turnaround

A

Accelerating Growth

R

Realignment

S

Sustaining Success

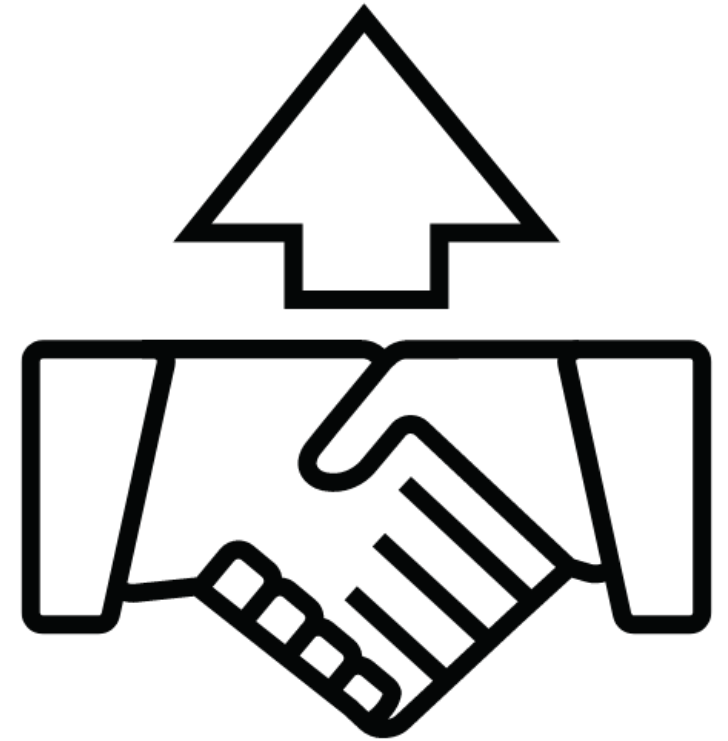


Breakout Discussion



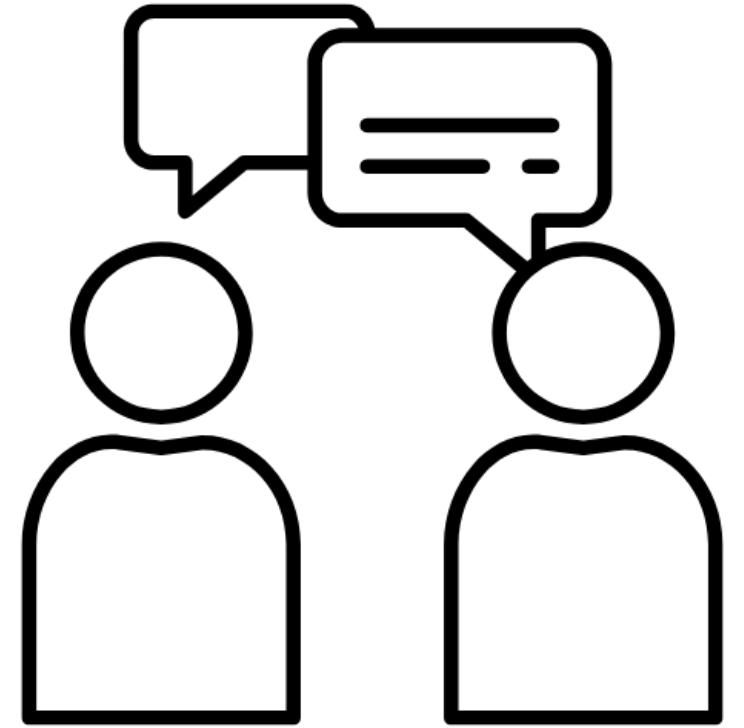
Employee Experience

1. Get to know your team
2. Be accessible
3. Lead by example
4. Recognize and appreciate
5. Transparent communication



Relationship Building

1. Written
2. Verbal
3. Decision-Making
4. Team Dynamics
5. Schedules
6. Group Agreements



Communication Practices

1. Clarity
2. Alignment
3. Engagement
4. Trust
5. Satisfaction
6. Retention



Expectations



Expectations & Goals – Check-In

INSTRUCTIONS:

Please complete both sides and give it to your supervisor one week before your meeting. You and your supervisor will discuss what you wrote during the check-in.

Date _____ Your Name _____ Title _____

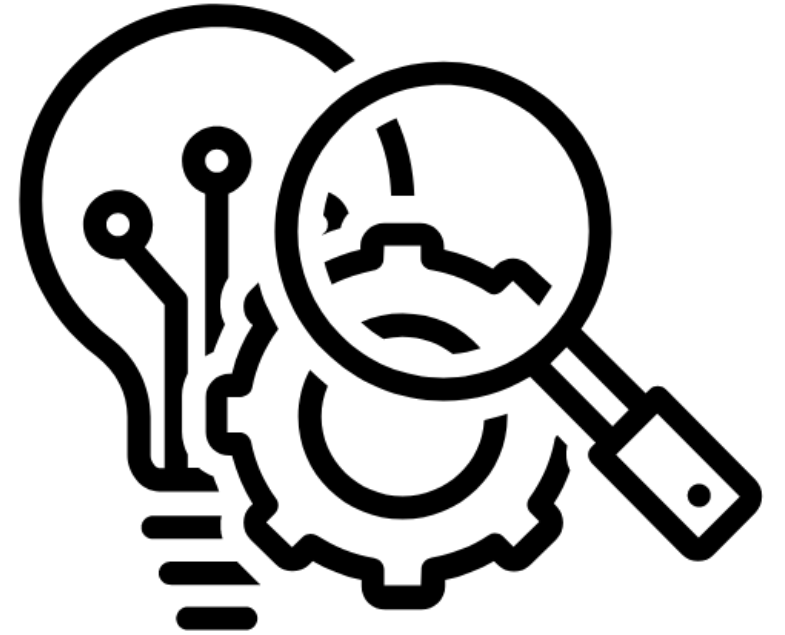
EXPECTATIONS

As City employees, we are committed to serving the community and each other. Think about how you serve others and write how you are doing in each area. You are required to fill out the comments boxes, but not required to provide a rating if neither options fit. Click on the blue links to learn more about each area.

Core Expectations	Employee		Supervisor	
	Rating	Comments	Rating	Comments
Service I serve coworkers and members of the public in a kind and friendly manner.	<input type="radio"/> Needs Improvement <input type="radio"/> Meets Expectations		<input type="radio"/> Needs Improvement <input type="radio"/> Meets Expectations	
Communication I listen carefully and communicate clearly.	<input type="radio"/> Needs Improvement <input type="radio"/> Meets Expectations		<input type="radio"/> Needs Improvement <input type="radio"/> Meets Expectations	
Teamwork				

Employee Performance

1. Prioritize your development
2. Support your team's development
3. On-the-job learning
4. Continuous improvement



Learning & Development



Resources & Support



Wrap Up

Recap

1. Lead with your values
2. Prioritize relationships
3. Clearly communicate expectations
4. Own your development

We Want Your
Feedback!

