

We put employee well-being at the center of work planning!

# TeamCity Work Planning



**Agency Level Work Planning:** Training *agency heads* to create a work plan sets top goals for agency level operating budget accountability. By December 2027, all agency heads plus their top-level leaders will participate in this in-person training. Training at this level is a major milestone for Results Madison.

2022	2023	2024	2025	2026	2027
Attorney Council Office Human Resources Traffic Engineering	Employee Assistance Engineering Finance Information Technology Library Parks	Civil Rights Fleet Independent Monitor Mayor - Sustainability Monona Terrace Streets & Forestry	Building Inspection CDA Housing Community Dev Economic Dev Office of Director Planning	Assessor Clerk Metro Transit Police Public Health	Fire Parking Transportation Water Utility Other



**Team Work Planning:** Training *mid-level managers* on work planning creates accountability for teams. These work plans go deeper than the agency plan, ensuring leaders who manage people and project-based work see all their work connected to a team and the larger agency plan. This training is available on-demand.



**Individual Work Planning:** Training *individuals* who manage project-based work on work planning supports the entire agency with work plan accountability. The individual has a plan documented so their manager can discuss in 1:1's and team settings. If managed properly, individual work plans support continuity of operations in the event of a leave of absence or turnover. This training is available on demand.

## On-demand Work Planning Trainings

<https://www.cityofmadison.com/human-resources/organizational-development/online-courses#WorkPlan>



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## Individual Work Planning Lessons

- There are 13 individual lessons available on demand
- Individual video lessons range from 2m26s – 18m17s
- Total lesson time: 1h40m
- **All staff** who manage **project-based work** are highly encouraged to take this training and manage their work plan in partnership with their supervisor to implement
- Work plan template, handouts, and a well-being wheel are available on the website to support staff
- A **supervisor workbook** is also available in this section to support supervisor with accountability for discussing the individual work plan and supporting staff to complete their goals

## Team Work Planning Lesson

- There is 1 video lesson available on demand
- Total lesson time: 18m50s
- This video is a supplement to the individual work planning lessons
- Supervisors are encouraged to review all 13 individual lessons, then proceed to the Team Work Planning lesson
- Team work plan template and FAQs are available in this section to support supervisor

## Log-in Information

- All videos are stored in MediaSite
- Staff will be prompted to enter their log in credentials to access the videos
- This is the same information used to log into your computer

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