



A Unit Assessment can be a first step in supporting unit growth on the Journey to Excellence.

THE PROCESS:

Units benefit from assessments at least twice each year at six month intervals. Around charter renewal is a great option as that often occurs at about the same time units are reviewing JTE achievements for the current year. A third assessment may be valuable when there is a change in unit leadership.

It may be helpful for the unit commissioner to coordinate a Unit Assessment Meeting with the Unit Key 3 and other unit leaders who can add value to the planning process. Candidate agenda items would include:

- Review of the unit's JTE performance for the current year.
- Completion of a Unit Assessment.
- Identification of key opportunities to strengthen the unit and the program it offers during the coming year.

The information developed during the Unit Assessment Meeting is the foundation of the Unit Service Plan, which will be captured in Commissioner Tools, where it will be available for ongoing reference by the unit commissioner.

DETAILED UNIT ASSESSMENTS

2015 PLAN

- **FIRST ROUND:** Majority of Units to be assessed in February

ALL Units to be complete and entered in system by March 10
(so that reports can be prepared and reviewed at March 17 Cabinet Meeting)

- **SECOND ROUND:** Majority of Units to be assessed in August/September
(in conjunction with unit Program Planning session)

ALL Units to be complete and entered in system by October 17
(so that reports can be prepared and reviewed at October 24 Cabinet Meeting)