



# DEPARTMENT GOALS & OBJECTIVES 2018

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 • Fax 970-468-1208 • [www.nwccog.org](http://www.nwccog.org)

<b>DEPARTMENT:</b> Indirect		<b>SUBMITTAL DATE:</b> 08/04/2017	
<b>STATED MISSION STATEMENT</b> <small>*overall purpose of department*</small>	The primary function of an employee in this department is to manage the front office and perform a wide range of administrative duties for the Executive Director/Regional Business. This department spearheads the Safety and Health & Wellness Programs, and is responsible for general Motor Pool, Human Resources, office & program administration.		

<b>GOAL 1:</b> Increase NWCCOG Safety			
<b>OBJECTIVES</b>	1. Build Employee Awareness		
	2. Increase IT Safety		
	3. Decrease Building Safety Issues		
<b>MEASUREABLE OUTCOMES</b> <small>*how will you know when you meet these goals?*</small>	Increase CIRSA audit score. Decrease network hacks. Decrease building related workers' comp claims.		
<b>WHY THESE GOALS?</b> <small>*audit review, team aspiration, client input, survey results, etc.*</small>	Safety is important to employee happiness and productivity. I would also like to receive a 100% CIRSA audit score.		

<b>GOAL 2:</b> Cultivate NWCCOG team atmosphere			
<b>OBJECTIVES</b>	1. Increase Team Building Activities - program sponsored lunch n' learns, volunteer day, quarterly game		
	2. Appreciation Board		
	3. Fun theme day each month - cultural (food & clothing), moral theme,		
<b>MEASUREABLE OUTCOMES</b> <small>*how will you know when you meet these goals?*</small>	More employees will be participating in NWCCOG team activities		
<b>WHY THESE GOALS?</b> <small>*audit review, team aspiration, client input, survey results, etc.*</small>	I think the team atmosphere at NWCCOG has the potential to be stronger.		