



# TLT Department Evaluation Preparation

## The Setting

Department Evaluation preparation is a simple process. It is to be done at the club around a table with the TLT's Operational Department Tasks page that has the "Notes" lines filled in from a previous Lab Planning session.

## The Participants

The participants involved should include a TLT and Mentor. It could involve all the TLTs that have been working on the same department operation; however, because the last part of the evaluation involves the Mentor providing individualized feedback to each TLT concerning the Expectations tasks, it may be better that the evaluation planning be done individually.

## The step-by-step process:

1. The Mentor and the TLT review the Operation Tasks page together in the TLT's Manual (page 29-34) where a plan of action was written on the "Notes" lines.
2. The TLT explains to the Mentor how he/she has completed each required task as specified on the "Notes" lines to the right of each task
3. The Mentor confirms the TLT's completion of tasks by checking the "Complete" box after each task.
4. Required tasks not completed should be left unchecked. Additional notes should be written when the tasks will be completed. The additional notes will be reviewed during the department evaluation.
5. The Mentor and TLT evaluate how the TLT accomplished the "Expectations" tasks and write comments in each of the "Notes" lines that will empower the TLT to continue to grow in leadership development.

Now the TLT and Mentor are ready for their Department Evaluation meeting.