

## 💥 Leader Standard Work - Program Manager

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STATE OF	Updated: 11/2/22		We	eek	1			W	eek	2		1	Wee	k 3			W	eek	4		V	Veel	<b>5</b>	
	Daily Activities	Μ	Т	W	Т	F	Μ	Т	W	Т	FI	N   .	r   w	/ T	F	Μ	Τ	W	T	Fſ	и т	W	Т	F
	Email/Phone Messages																							
	Review service referrals per Matrix																						$\Box$	_
	Check investigative screens for reports																							
	Staff cases as required																							
	Gemba common space to ensure clean, safe, and engage staff																							
	Review transfer board and ensure case assignments and timely transfers																						$\Box$	
	Ensure coordination and follow-up on all courtesy requests																						$\square$	
	Service request approval																							
	Check PM Dashboard																						$\Box$	
	Staff all removals																						$\Box$	
	Self-care																							
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Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
WEEK	Conduct Huddle Board Meeting					
	Review data for Program Manager (PM) call					
	Attend PM Accountability Meeting/Call					
	Staff/Gemba Permanency Dialogue as applicable					
	Address open grievances/actions					
	Submit and follow up on Unusual Incident Reports (UIR)					
	Ensure transfer of cases for pending vacancies (reference Standard work)					
	Conduct Supervisor's meeting (2x per month) includes 1 Group Supervision					
	Complete equalization actions					
	Ensure interviews are scheduled for all appropriate candidates					
	Process any travel reimbursement claims					
	Review Section Huddle Board and Countermeasures					
	Review Unit Process Adherence Visual Management					
	Discussion with staff who submit letter of resignation					
	Submit timesheet					
	Approve leaders timesheets					
Friday	Ensure all reports are assigned					

Week of							Due	Done
month	Monthly Activities	Status	F	ollow Up/To Do Iter	ns	For Who	Date	Date
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	Review data for Scorecard							
	Attend Business Review							
	Schedule 1:1 with Supervision Coach							
	1:1 Session with Supervision Coach							
	Complete 1:1 Coaching Form and Submit to PA							
	1:1 with Program Administrator							
	Gemba Vehicle Steward Process Adherence/Utilization							
	Schedule and Complete 10 month Permanency Dialogues							
	Review Training Compliance report and follow up with							
	Supervisors and Staff as needed							
	Submit Ongoing Equalization Report/Data							
	Clinical Gemba with Supervision Coach 1:1							
	Administrative Gemba with Supervision Coach 1:1							
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Month of								
Quarter	Quarterly Activities	Status						
Quarter	Prepare All Section Staff Meeting Agenda							
	Conduct All Section Staff Meeting							
	Attend Quarterly Supervisor Meeting if applicable							
	Review and participate in Statewide Quarterly Cursory			Monthly 1.1	and Gembas	with Direct Repor	tc	
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	Reviews		itanic			Cinical		Strutive
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Months (s)	Annual/Bi-Annual Activities	Status						
	Leadership Summit						<b> </b>	
	Complete MAPS (annually or as needed)							
	PM Retreat							