Hello CUPE 973 staff and supervisors,  
  
We’re very excited to share that we are digitizing the performance development process for CUPE 973 staff.

This October CUPE 973 staff will be able to use professional development software that will replace the current paper-based Professional Development Plan (PDP).  [15Five](https://www.15five.com/product/) is a continuous-feedback platform designed to help managers better support their people. It is a place to bring your voices, share wins and ideas, appreciate each other and work collaboratively through challenges, with regular opportunities to check in on your objectives.

You’ll be able to use 15Five to:

* Document your 2021 objectives, key results and progress in preparation for your performance development plan.
* Complete quick, online Check-ins with your supervisor.
* Access cool new features to give High-Fives to employees you appreciate and create  1-on-1 agendas to help you plan out meetings with other 15Five users.
* Starting in early 2022 you’ll be able to use 15Five to complete your Performance Development Plan (which will be called the Best Self Review).

This initiative shifts us to a future ready mindset through the use of technology and data.

## Let’s learn about 15Five together

We’re a diverse workforce, with a diverse set of skills. That means some of us may be more comfortable than others with a digital approach to professional development – and that’s okay! We’ll lean on each other and our experiences to work through this change.

You’ll be offered live, virtual training, video tips and helpful articles to learn about 15Five soon. In the mean-time, get started with a 6 minute general [introduction to 15Five](https://15five.wistia.com/medias/8gccbqbtlm).

## Upcoming live, virtual training

Tuesday, October 19, 2021, 1:30-2:15 p.m.   
All CUPE 973 staff

Getting started, setting objectives, completing Check-ins, and using features such as High-Fives and 1-on-1s

Tuesday, October 19, 2021, 2:30-3 p.m.   
Supervisors of CUPE 973 staff

Supporting your staff to set objectives, complete Check-ins, use features such as 1-on-1s and review reporting features in 15Five

January 5, 2022, 2-2:45 p.m.

All CUPE 973 staff and their supervisors

Best Self Review process

Please watch your inbox for calendar invitations to these training sessions.  If you cannot attend, please visit [Infonet](http://infonet/Site/view.cfm?pageID=2001352) after the training to watch a recording. 15Five also offers numerous additional resources, including video tips and articles.  Watch [Infonet](http://infonet/Site/view.cfm?pageID=2001352) for relevant topics.

## Chat with your fellow NUME employees and union executive

NUME staff and your CUPE 973 Union President have been trying out 15Five since November. Sometimes the best way to learn something new is to chat with your fellow co-workers and learn from each other.  Connect with a NUME staff member or Union President [Connie McDonald](mailto:connie.mcdonald@guelph.ca) to get some insight into 15Five.

## We’ll be starting with three easy tasks for the rest of 2021

**Step 1**: Watch your inbox for login and training information for 15Five.

**Step 2:** Spend a few minutes in October adding 2021 objectives, key results as well as your progress.

**Step 3:** Complete regular, online Check-ins, answering a few questions, providing feedback and receiving it from your manager. Check-ins take no more than 15 minutes to complete. Your supervisor can review and respond, which takes about 5 minutes.

## Digitizing professional development makes us future ready

Corporately, this new process is supportive of a couple of our Strategic Plan pillars:

### Working together for our future

Improving how we develop our professional skills and manage our work objectives helps us retain talented employees, improves services by using technology and data to drive and track our development and encourages high performance and innovation in our employees.

### Sustaining our future

We’re protecting our environment by making a paper process completely digital.

If you have additional questions, reach out to your supervisor, [myHR](mailto:myhr@guelph.ca) at extension 6947 or to your union executive.