## Instructions

My Objectives and Goals Plan**:** Managers and team members should use the first part of this form to capture what’s expected for the year ahead in terms of deliverables, behaviour and contributions. This includes capturing ‘Run the Parliament’ and ‘Improve the Parliament’ objectives, that flow from the Delivery and Office Plans. It also includes goals that support the way these are delivered in line with our values, including those that support our wellbeing and work-life balance. Combining our objectives and goals in this way helps to focus our efforts on what we do and how we do it. Both are equally important. Remember, to keep this plan up to date to reflect new priorities and changing circumstances.

My Quarterly Feedback Form:The second part of the form is where managers and team members record a summary of the feedback received during the previous quarter. It’s important to summarise feedback, as it helps team members to reflect on their performance and prepare for future job interviews where appropriate. Remember feedback is a 2-way process. This means that colleagues are expected to provide each other with feedback on performance and behaviours aligned to our values.

An effective manager will already know if a team member is performing to the standards expected of them and will have given regular and constructive feedback before the quarterly meeting takes place.

## For hints and tips

[Manager’s toolkit:](https://68e964d4-3a85-4c03-89f7-d6c59f31a423.filesusr.com/ugd/575088_092fa9797d1d4132aa1da2f759f5a709.docx?dn=20201005%20Performance%20management%20Toolkit%20) Here you’ll find information on having effective discussions to motivate your team members. The toolkit includes pointers to set clear expectations, through measurable objectives and goal setting. You’ll find tips on providing feedback on what’s working and what could be improved.  This helps to keep things on track. The toolkit also contains links to the [Office Planning Guidance](http://planrep/_layouts/15/WopiFrame.aspx?sourcedoc=/PlanRep/Office%20Plan%20Master%20Template%20and%20Guidance/Office%20Planning%20Guidance.docx&action=default) and expectations around your role modelling of the values to your team. We have also worked up an example for managers to help structure your conversations.

[Staff member toolkit](https://68e964d4-3a85-4c03-89f7-d6c59f31a423.filesusr.com/ugd/575088_035989d0c1ef47c2a31b3b77ff486876.docx?dn=20201005%20Performance%20management%20Toolkit%20): Here you’ll find tips on how to agree what’s expected of you in terms of objectives, contributions and goals. You’ll find info on our values and how they support you in your everyday working. You’ll also find pointers on how to go about seeking feedback to enhance your performance. This is important as it helps to ensure you’re being recognised for when things are going well and supported when things can be done differently to improve service delivery and outcomes.

Finally, to keep things simple, managers and team members can link to existing plans, job descriptions, office and team sites.

| Part 1: My Objectives and Goals Plan | | |
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| Objectives/goals 1:  Setting clear expectations with direct reports through measurable objectives and goals for the year ahead in terms of deliverables, behaviour and contributions. | Define Success/Achievement:  Team members focus on delivering their objectives and goals in line with our values and supported to identify development needs. This means:   * Defining and monitoring performance against corporate standards and behaviours * Holding regular performance conversations as per the corporate timetable and guidance * Providing constructive feedback in line with our values, recognising good performance, sharing successes and supporting team members to learn from mistakes * Helping to solve problems and overcoming barriers; * Giving encouragement and support to those who need it; and * Acting to address issues in line with our policies and procedures | Measure/Outcome/Values Demonstrated:   * Direct reports understand what is expected of them and receive feedback to enhance performance * Performance issues are managed in line with our policies and procedures |
| Objectives/goals 2: | Define Success/Achievement | Measure/Outcome/Values Demonstrated |
| Objectives/goals 3: | Define Success/Achievement | Measure/Outcome/Values Demonstrated |
| Objectives/goals 4: | Define Success/Achievement | Measure/Outcome/Values Demonstrated |
| Objectives/goals 5: | Define Success/Achievement | Measure/Outcome/Values Demonstrated |
| Objectives/goals 6: | Define Success/Achievement | Measure/Outcome/Values Demonstrated |

| Part 2: My Quarterly Feedback Form |
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| Quarter 1 (April – June) |
| Quarter 2 (July - September) |
| Quarter 3 (October – December) |
| Quarter 4 (January – March) |