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| **My Objectives and Goals Plan:** this is where we record ‘Run the Parliament’ and ‘Improve the Parliament’ objectives. We must all ensure our workload is manageable. This must be reviewed regularly throughout the year.  |
| In setting your objectives you may find the following prompts helpful:* How does my role support the delivery of the office plan?
* What does success look like? Can it be measured (e.g. are there agreed Service Level Agreements or dates captured in a project plan or Delivery Plan)?
* Who or what might impact on the successful delivery of my objective(s)?
* Are there any resource/budget requirements and if this changes how will this impact on the successful delivery of my objective(s)?
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| Objective: | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |
| Objective  | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |
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| **My Personal Development Plan (PDP):** this is where we record our development activities. We track these to ensure we’re all supported in our role.  |
| To identify your development needs and career aspirations, you may find the following prompts helpful:* What training and development is needed to successfully deliver my objective(s)?
* Which new skills, or improved skills, would enhance my work performance?
* What skills or experience would allow me to feel more confident at work?
* What motivates me to come to work?
* What are my strengths and which parts of my role would I like to improve?
* What’s preventing me developing as I would like?
* What have I achieved in my career so far?
* What would I like to be doing in 12-18 months’ time?
* How do I learn best?
 |
| Activity: | Outcome: | Review date to measure application of skills into practice: |
| Activity: | Outcome: | Review date to measure application of skills into practice: |
|  Activity: | Outcome: | Review date to measure application of skills into practice: |
| Activity: | Outcome: | Review date to measure application of skills into practice: |

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| **My Wellbeing:** this is where we consider our workload challenges and wellbeing needs. Good health is central to our culture and underpins our approach to performance management.  |
| To discuss your challenges and needs, you may find the following prompts helpful:* I’m on top of my workload
* I’m most productive when…
* I feel valued for my contribution
* My manager supports me to deliver my objectives
* I have the skills to perform my role
* I sometimes feel overwhelmed by my workload
* There are barriers affecting my performance
* My manager supports and listens to me when raising issues around workload
* My manager understands my personal circumstances and responds positively to my needs
* My colleagues support me
* My team is recognised for its achievements
* My team is encouraged to remove unnecessary workload
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| Area to address: | Action: | When: | Reviewed by: |
| Area to address: | Action: | When: | Reviewed by: |
| Area to address: | Action: | When: | Reviewed by: |
| Area to address: | Action: | When: | Reviewed by: |