|  |  |  |
| --- | --- | --- |
| **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)? | | |
| Objective: | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |
| Objective | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |
| Objective | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |
| Objective | Outcome/Output: | Keeping track (e.g. RAG status, SLAs/KPIs) |

|  |  |  |
| --- | --- | --- |
| **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: |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | | |
| 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: |