



Performance Plan

1. *My Job*

- Job. What is my job? e.g. title, remuneration, location, structure, responsibilities, reporting, size, scope, budget, staff etc.
- Purpose. What is its most important purpose? e.g. overall results, business plan etc.
- Things to Do. What do I need to do? accountabilities, outputs, outcomes, performance indicators, relationships, decisions etc.

2. *Essential Demands*

- Things to Know. What do I need to know? e.g. qualifications, knowledge, skills, experience etc.
- Things to Be. What do I need to be? e.g. competencies, abilities, characteristics, behaviours, style etc.

3. *Review*

- Achievements. What have I achieved or done well over the last period? What have I not achieved or not done so well over the last period?
- Support. How have my managers and colleagues helped me over the last period? How could my managers and colleagues have helped me more over the last period?

4. *Analysis*

- Strengths. What are my strengths?
- Weaknesses. What are my weaknesses?



Performance Plan (continued)

- Development Needs and Ambitions. What are my development needs and ambitions?

5. Objectives

- Job. What are my job objectives/targets over the next period?
- Personal Development. What are my personal objectives/targets over the next period?

6. Action Plan

For every important objective/target:

- What exactly do I want to achieve? e.g. vision, outputs, benefits, outcomes, results.
- How exactly am I going to achieve it? i.e. actions, timetable.
- What help am I going to need? e.g. time, money.