

# Performance and development plan

When you're  
at your best,  
**everyone benefits**

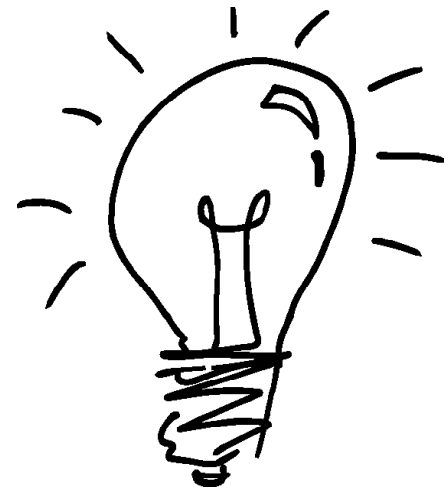
This working document should be updated every 6 months. The employee and leader will work together on this plan.

Please try to limit text to the fields provided. This will sharpen your focus on performance and development.

**Date**

**Employee name**

**Leader name**



## My contribution

Set goals that align to the established priorities in your school, preschool, children's centre or office/division.

Goals

Achieved	On track	Issues impeding progress	Off track needing support
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Not every performance expectation associated with your role needs to be listed under 'My contribution'. Rather, these goals are the big things that you will focus on achieving over the next 12 months. Generally, no more than 6 goals will be sufficient to capture the key outcomes associated with a role. Goals should be Specific, Measurable, Achievable, Relevant and Time-based (SMART).

## My career

Short-term goal (up to 2 years)

Long-term goal (2 to 5 years)

Career planning doesn't always mean climbing a ladder. Think about what energises and challenges you in your work, combine that with your skills and experience and have a conversation with your leader about where this could take you.

If your goal is to remain in your current role, career aspirations can focus on deepening your professional expertise or strengthening your leadership capability. Learning activity should be reflected under 'My learning' on the following page.

## My behaviour

What do I do really well and how will it help me achieve my goals?  
What do I need to start doing to increase my effectiveness?  
Which of my behaviours prevent me from being more effective in my role?  
How will I manage those behaviours?



This is about how you go about your work and its impact on others or your success in your work. It's about combining your knowledge of self and knowledge of the task at hand to maximise your effectiveness. Also consider the range of behavioural expectations aligned to your role (eg. standards, leadership capabilities, values).

## My wellbeing

What can be done to enhance my wellbeing?  
Are there any work, health or safety considerations?



This is about the interaction between your work, your health, your safety, your wellbeing and your personal responsibilities. Have a conversation with your leader about how you will work together to find the right balance that ensures the best outcome for you and your work.

## My learning

What learning activities do I need to undertake that will support me to do my work and achieve my career goals and aspirations?



Think about the opportunities to learn on the job through relationships and feedback (including networked leadership or collaborative learning processes), or by undertaking formal training whether it be a face-to-face workshop or an online course.

## Our agreement

What support do I need from my leader, or others, and how will this help me achieve my goals?

Employee signature

Date

Leader signature

Date

# 6 Month

## Review comments

Update progress against established goals on page 2 during the 6 month review conversation. There is no requirement to classify or formally rate overall performance.



Use the department [Performance and Development Review – Conversation Tool](#) to frame review conversations. Employee and leader comments should be documented to record a summary of the review conversation.

### Employee summary comments

### Leader summary comments

Employee signature

Date

Leader signature

Date



The date of the 6 month review conversation must be recorded in the HRS, Staff Overview Module by the site manager or delegated performance and development plan user.

There is no requirement to upload this plan, however on finalisation, the plan should be printed, signed by both parties and filed in a secure location.



# 12 Month

## Review comments

Update progress against established goals on page 2 during the 12 month review conversation. There is no requirement to classify or formally rate overall performance.



Use the department [Performance and Development Review – Conversation Tool](#) to frame review conversations. Employee and leader comments should be documented to record a summary of the review conversation.

### Employee summary comments

### Leader summary comments

Employee signature

Date

Leader signature

Date



The date of the 12 month review conversation must be recorded in the HRS, Staff Overview Module by the site manager or delegated performance and development plan user.

There is no requirement to upload this plan, however on finalisation, the plan should be printed, signed by both parties and filed in a secure location.

