Example components of a performance and development plan

## Key deliverables/priorities

Responsibilities in relation to role requirements and projects, considering the functions of the team and the agency’s strategic priorities.

|  |  |  |
| --- | --- | --- |
| **Key deliverable/priority**  | **Evidenced or measured by** | **Status/completion** |
|  |  |  |
|  |  |  |

## Corporate and/or management requirements

Responsibilities in relation to corporate governance. For example, financial and human resources management or agency targets for a diverse and inclusive workforce.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Evidenced or measured by** | **Status/completion** |
|  |  |  |
|  |  |  |

## Leadership Expectations

### Context: \*\*\*\*

The [**Behaviour self assessment**](https://www.wa.gov.au/government/document-collections/leadership-expectations-individuals) and [**Behaviour assessment of staff**](https://www.wa.gov.au/government/document-collections/leadership-expectations-managers) can be used to determine a person’s level of mastery of the expected behaviours as being developing, proficient or mature.

**OR**

A table such as one of the 2 examples below can be used to support discussion on each expected behaviour.

Note: Both the behaviour self assessments and the example tables below help identify development strengths and gaps. Once this section is completed, the ‘Development’ section of the performance and development plan can be explored and completed.

###  Example 1:

|  |  |  |
| --- | --- | --- |
| **Expected behaviour**  | **How do I demonstrate this in my role?****How will demonstrating these behaviours help to deliver on my key deliverables/priorities?** | **Support and development required?** |
| **Lead collectively**I am part of something bigger |  | 🞎 Yes | 🞎 No |
| **Think through complexity**There is more than one solution |  | 🞎 Yes | 🞎 No |
| **Dynamically sense the environment**There is always more to the story |  | 🞎 Yes | 🞎 No |
| **Deliver on high leverage areas**Some actions are more powerful than others |  | 🞎 Yes | 🞎 No |
| **Build capability**We are only as good as our people |  | 🞎 Yes | 🞎 No |
| **Embody the spirit of public service**We do everything for the public good |  | 🞎 Yes | 🞎 No |
| **Lead adaptively**I am forever curious, forever learning |  | 🞎 Yes | 🞎 No |

### Example 2:

| Expected behaviour | Description | On balance rating |
| --- | --- | --- |
| **Lead collectively**I am part of something bigger | Seek and build key relationships, work together and focus on the greater good. | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Think through complexity**There is more than one solution | Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks. | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Dynamically sense the environment**There is always more to the story | Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes. | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Deliver on high leverage areas**Some actions are more powerful than others | Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges. | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Build capability**We are only as good as our people | Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.  | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Embody the spirit of public service**We do everything for the public good | Display empathy, compassion, humility, integrity and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good. | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |
| **Lead adaptively**I am forever curious, forever learning | Continually seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.  | **On balance I am:**[ ]  Developing [ ]  Proficient [ ]  Mature |

## Leadership development plan

The following identified development needs relate to the 7 expected behaviours, the requirements of my key deliverables/priorities and my corporate and/or management requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area of development | Which expected behaviour or key deliverable or management requirement does it relate to? | Option for meeting development requirement | Timeframe for completion | Status/completion |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Other components to consider

Other components that may be included in a performance and development plan include:

* the values of the agency
* reflection questions
* wellbeing strategies
* agreed flexible work arrangements
* cascading whole of government priorities, for example diversity.