Sample narrative

Below is a sample narrative to consider when developing onboarding content in your agency welcome pack, presentation script or onboarding session. You do not need to use all of the information below. Pick and choose what is relevant to your agency or develop your own narrative.

### Sample narrative

[**Leadership Expectations**](https://www.wa.gov.au/government/publications/leadership-expectations) was developed specifically for the public sector to build leadership impact across the sector.

Leadership Expectations is about understanding what “good” leadership looks like – how we show up and approach our work. It includes the mindsets and expected behaviours for every leadership context to be successful in the public sector.

We have adopted Leadership Expectations as we believe leadership is the responsibility of everyone in our agency; it is not just for those who hold positional leadership roles.

We want all our staff to consciously go about their work in line with Leadership Expectations and the conditions for positive leadership change.

Opportunities that might typically present themselves in how you show leadership behaviours in the workplace are:

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| Driving your personal development where you: | * ask for and act on feedback
* initiate the conversation with your manager about your strengths and the areas you need to develop
* request feedback from colleagues, mentors and others in your network
* fully prepare for your performance and development discussions
* identify your goals and create your career plan, sharing it with your manager
* proactively search out a mentor or buddy.
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| Delivering critical priorities where you: | * prioritise greatest impact items first
* collaborate across teams
* reschedule and reprioritise work on a daily basis.
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| Understanding issues and addressing obstacles where you: | * critically analyse the data you have and seek out additional information as needed to get to the root cause of an issue and help solve the problem
* consider multiple options to choose the best solution.
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| During periods of high workload and pressure where you: | * maintain a calm demeanour
* use the strengths of your team members
* develop a plan of attack
* sidestep the drama, stay positive and professional in your approach
* stay focused on what needs to be accomplished
* organise your time into blocks
* actively manage your to-do list.
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| In team or project meetings, working parties, committees and stakeholder meetings where you: | * approach each meeting wanting to benefit and wanting to contribute
* ask questions
* help others to be heard
* accept a share of the responsibility for making the meeting work
* focus on the best interests of the committee/working party.
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Leadership Expectations is also integral to how we work in our agency. Below are examples of where we use it in our workforce processes.

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| --- | --- |
| Recruiting, attracting, and selecting staff where: | * roles advertised describe the expected behaviours of an individual in the advertised role
* expected behaviours form part of the shortlisting criteria along with other job role and/or technical criteria
* candidates are asked to demonstrate selected behaviours at interview or during reference checks.
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| Measuring and managing staff performance where: | * performance and development conversations, both informal and formal, include reviewing and measuring expected behaviours
* 360 degree feedback is part of performance measurement.
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| Professional development of staff where: | * via the performance development process, individual strengths and areas for development are identified which include the expected behaviours
* development is planned based on needs identified in in the expected behaviours relevant to an individual’s context and job requirements, and may involve formal learning, coaching or on the job experiences.
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It is important to familiarise yourself with Leadership Expectations and begin thinking about how you can adopt the mindsets and demonstrate the expected behaviours in your role and more broadly as a member of our agency and the WA public sector.

Support is available from your manager, Human Resources or by accessing the guides, tools and resources on[**wa.gov.au.**](https://www.wa.gov.au/government/document-collections/leadership-expectations-individuals)