

Work and Development Plan

**MacKillop
Family Services**

Name: Click here to enter text.	Employee's Signature:
Position: Click here to enter text.	Supervisor/Manager: Click here to enter text.
Date of Agreement: Click here to enter a date.	Supervisor's/Manager's Signature:
Annual Performance Review Date: Click here to enter a date.	'One up' Manager's Signature:

Work and Development Plan. Welcome to MacKillop Family Service's performance management system template. The template is for recording day-to-day work plan expectations/goals and decisions arising from the assessment of the expectations/goals.

There are three parts to this template:

PART 1 Job/Career Goals and Aspirations

Provides the space to reflect on the current job and has questions to stimulate job/career development thinking.

PART 2 Work and Development Plan

The Work and Development Plan sets out day-to-day job expectations/goals and is a useful tool for managing work.

The Work and Development Plan has three elements:

- Doing the day-to-day job,
- Living MacKillop's values and our Sanctuary commitments, and
- Individual learning and development plan.

Job expectations are the things that need to be done to fulfil the day-to-day requirements of the job. It is expected that the complexity of job expectations will be consistent with the classification level at which the person is employed.

PART 3 Performance Review

This part is for recording the assessment of job expectations/goals and allows supervisors/managers and team members to provide comments and signatures.

Work and Development Plan

Part 1 Job / Career Goals and Aspirations

This part is optional, but provides a useful introduction to the planning discussion.

The most satisfying things about my present job are ...

Click here to enter text.

I could be more satisfied with my job if ...

Click here to enter text.

Strengths / interests I would like to develop and use more are ...

Click here to enter text.

My underlying dreams, wishes, career aspirations are ...

Click here to enter text.

This means over the next two years I want to be doing ...

Click here to enter text.

Work and Development Plan

Part 2 Work and Development Plan – Day-to-day goals

This part of the plan focuses on your day-to-day job and relates to the key activities that are associated with your core job. The Work and Development Plan requires four to six SMART goals for each year. These goals must be cross-referenced to your supervisor's/manager's own Work and Development Plan and your Program area objectives. There are four required key goals.*

Key goals	My contributions / expectations	Measures and targets	Timeframes	Feedback and review comments
Program Services or Projects Click here to enter text.	1. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Compliance Click here to enter text.	2. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Finances Click here to enter text.	3. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Teamwork (Staff) Supervision (Supervisors) Click here to enter text.	4. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Click here to enter text.	5. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Click here to enter text.	6. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

*SMART – Specific, Measurable, Achievable, Realistic/Relevant, Timebound

Work and Development Plan

Part 2 Work and Development Plan – Living MacKillop’s Values and our Sanctuary Commitments

As a values-based organisation, how someone goes about their job is equally as important as what they do, so living MacKillop’s Values and our Sanctuary Commitments has been incorporated into the Work and Development Plan. As such, this section of the plan focuses on the behaviours you demonstrate in carrying out your day-to-day job expectations. To complete this part of the plan, you need to review how MacKillop’s Values and our Sanctuary Commitments are applied in your day-to-day job.

While all Values and Commitments are important, choose 2 – 4 Values and/or Commitments to focus on this year. Identify behaviours for each that demonstrate living the values / commitments.

MacKillop Values and our Sanctuary Commitments	What specific behaviours will I focus on?	Feedback and review comments
<p>MacKillop Values Respect: We seek to listen and learn from each other and to build relationships with respect. Collaboration: We commit to working in a collaborative spirit through cooperation, coordination and partnership. Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationships. Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly. Compassion: We commit to creating an attitude of openness to others and to their circumstances.</p> <p>Our Sanctuary Commitments Nonviolence: being safe outside (physically), inside (emotionally), with others (socially) and to do the right thing (morally). Emotional Intelligence: managing our feelings so that we don’t hurt ourselves or others. Social Learning: respecting and sharing the ideas of our teams. Open Communication: saying what we mean and not being mean when we say it. Social Responsibility: together we accomplish more, everyone makes a contribution to the organisational culture. Democracy: active participation in decision making. Growth and Change: creating hope for our service users and ourselves.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

Work and Development Plan

Part 2 Work and Development Plan – Learning and development plan

Learning and development is an important part of employee's day-to-day job expectations. This part focuses on job readiness, capability and career aspirations. To complete a well-targeted learning and development plan you need to reflect on the skills, knowledge and personal attributes required in your current job and then assess yourself against these to determine your areas of strength and potential areas for development. Your learning and development plan can also be informed by the career discussion undertaken in Part 1.

Identify no more than three development goals.

Key knowledge, skills and attributes I require are ... <i>(optional)</i>	My strengths are ... <i>(optional)</i>	My areas for development are ... <i>(optional)</i>
Click here to enter text.	Click here to enter text.	Click here to enter text.

Development goals (What I am aiming to develop)	Development actions (How I will develop my goals)	Application (How I will apply my learning)	Feedback and review comments
1. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Work and Development Plan

Part 3 Performance Review – Work and Development Plan twelve month assessment

Record achievements of job expectations/goals. Your supervisor/manager should provide a rating for each part of the Work and Development Plan. Feedback, ratings and overall comments should all provide a consistent assessment. There must be specific supporting evidence in the 'Feedback and review comments' columns where you are rated as 'Consistently exceeds requirements'.

Once completed, your supervisor/manager keeps the original and provides one copy to you and one to HR.

Day-to-day job expectations/goals

- Consistently exceeds requirements
- Reliably and consistently meets all requirements
- Not fully meeting requirements, with some improvements needed
- Not meeting requirements, with major improvements needed

Living MacKillop's Values and our Sanctuary Commitments

- Consistently exceeds requirements
- Reliably and consistently meets all requirements
- Not fully meeting requirements, with some improvements needed
- Not meeting requirements, with major improvements needed

Learning and development plan

- Meets all requirements
- Does not meet all requirements

Managers only

This provides an opportunity for managers (and above) to receive feedback at the twelve month review on their performance as managers.

Three things that have gone well or been successful over the last year:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Three things that could be improved or require attention:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Three top issues that will require attention this coming year:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Work and Development Plan

Part 3 Performance Review – Comments and signatures

Record achievements of job expectations/goals. You and your supervisor should both provide overall comments for the review period. Feedback, ratings and overall comments should all provide a consistent assessment. Once signed, your supervisor/manager keeps the original and provides one copy to you and one to HR.

Six month review

Name: Click here to enter text.	Supervisor's / Manager's name: Click here to enter text.
Signature:	Signature:
Date: Click here to enter a date.	Date: Click here to enter text.
Comments: Click here to enter text.	Comments: Click here to enter text.

Twelve month review

Name: Click here to enter text.	Supervisor's / Manager's name: Click here to enter text.
Signature:	Signature:
Date: Click here to enter a date.	Date: Click here to enter a date.
Comments: Click here to enter text.	Comments: Click here to enter text.