|  |
| --- |
| Performance and development agreement |
|  |
| [Insert agreement year, e.g. 2024 – 2025] |

The directive relating to positive performance management provides that ongoing support and development should be provided to employees using a performance development agreement. This helps employees identify their development needs and assist them in achieving and exceeding their performance.

This template is designed to help employees and their managers to have a guided and effective conversation about performance and development. Please delete and/or amend the sections that are not relevant and make sure to update the above subject field (insert agreement year) to ensure the correct agreement year is reflected–this will also update other relevant sections in this template accordingly.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Job title: |  |

|  |  |
| --- | --- |
| Our vision | [Insert agency vision] |
| Our purpose | [Insert agency purpose] |
| Our values | **Public sector values**:  Customers first, ideas into action, unleash potential, be courageous, empower people.  [Insert agency values if applicable] |
| Our objectives | [Insert relevant business plan/work unit objective/s if applicable] |
| My team | [Describe how your team contributes to the vision and objectives. To understand why this is so important, read about how to [create workplaces where employees can thrive and achieve their best](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/health-safety-and-wellbeing/workplace-health-safety-and-wellbeing).] |
| My job | [In your own words, describe how your job contributes to the team outcomes and/or its vision and objectives. [Check out why some of our people are passionate about making Queensland better through what they do](https://www.youtube.com/watch?v=tS-heB2A96M&feature=youtu.be).] |
| My aspirations | What is the current focus for your job and career? [The [Career conversations guide](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0033/182895/career-conversations-guide.pdf) is a useful self-reflection tool.]  Consolidate–establishing my skills and knowledge and expanding my influence in my current job  Progression–seeking promotion to the next level or a job with more complexity  Unsure–undecided or uncertain  Sideways–expanding my experience in a new job  Other   |  | | --- | |  |   What development will assist you to progress your aspirations? [Complete the development agreement section below.]   |  | | --- | |  | |
| My personal plans | One small action I can take to improve my workplace wellbeing is: [The [Employee health, safety, and wellbeing](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/health-safety-and-wellbeing/employee-health,-safety,-and-wellbeing) page has some suggestions.]   |  | | --- | |  |   What can I do for others to improve our workplace?   |  | | --- | |  |   Leave scheduled:   |  | | --- | |  |   Personal circumstances (for example, moving house, commencing study):   |  | | --- | |  | |
| My flexible work arrangements | I plan/don’t plan to request [flexible work](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/pay-benefits-and-leave/flexible-work) arrangements.  My agreed arrangements are:   |  | | --- | |  | |  | |

# My strengths, communication preferences and additional considerations

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| My strengths | Use the interactive online [Competency Compass](https://competencycompass.lead4qld.com.au/) program to assist in identifying the leadership strengths you bring to the workplace.   |  | | --- | | I have the following strengths: | |  | | |  | | |  | |  |  | | --- | | My strengths will assist the team to accomplish: | |  | |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| My communication preferences | The [Positive performance management principles](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/positive-performance-management-directive-1520) require regular and constructive communication between managers and their team members. Regular communication for me is:   |  |  | | --- | --- | | One on one catch-up–fortnightly / monthly / 6 weekly / other timing |  | | Team meetings–fortnightly / monthly / 6 weekly / other timing |  | | Peer discussions–fortnightly / monthly / 6 weekly / other timing |  | | Staff forums–monthly / 6 weekly / other timing |  | | Email updates–weekly / fortnightly / monthly / other timing |  | | Other communication method/s and timing |  | |
| Additional considerations | The Positive performance management directive encourages co-design of performance and development agreements with each employee to support an employee’s needs where identified. Sometimes, there may be personal circumstances that may be impacting your work performance that, where appropriate, may need to have reasonable supports, adjustments and strategies put into place to assist you. For example:   * Domestic and family violence. * Family caring responsibilities. * Cultural obligations, kinship ties or spiritual practices. * Disability. * Medical conditions.  |  |  | | --- | --- | | Additional considerations are: | | |  | | I can be supported by: | |  | |

# Based on the conversation above, the priorities and objectives that I will focus on in my role over the next 12 months are…

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance agreement [Insert agreement year, e.g. 2024 – 2025] | | | Performance agreement review  [To be undertaken at the end of the performance cycle] | |
| Agreed objectives/activities  (no more than 5) | **Performance indicators** (what success will look like) | **What help will you need to achieve?** | **Self-assessment** | **Manager assessment** |
|  | Here are some tips on setting [SMART goals](https://www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/positively-manage-employees/smart-performance-goals). |  |  | [Highlight any of the employee’s accomplishments. Point to specific tasks and projects that highlight their best work.] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Based on the conversation above, the development I will focus on over the next 12 months is…

[Which [leadership stream](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-competencies-for-queensland#leadership-stream) will your development focus on this year? As an individual contributor or team leader you may have job specific skills and knowledge that is your development focus, as well as an emphasis on specific [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-competencies-for-queensland). These competencies are about being a leader at any level and successfully delivering results in collaboration with others. The technical and leadership aspects of your development have been separated below into two sections. Delete what is not applicable.]

|  |  |  |  |
| --- | --- | --- | --- |
| Development agreement [Insert agreement year, e.g. 2024 – 2025]  [Identify job specific and/or technical skills that need focus for development] | | Development review  [To be undertaken at the end of the performance cycle] | |
| Job specific skills and knowledge to be strengthened/developed | [**Learning and development actions**](#Careergoals) | **Self-assessment** | **Manager assessment** |
| For example, apply technical skills in a different area of the department. | For example, register for [Talent Now](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/development-opportunities-talent-now) and take a 3 month secondment to another job at the same level.  For example, update resume and send to the manager of X Unit, letting them know I am available for leave coverage. |  | [Recollect achievements in their professional development.] |
| For example, keep up to date with my technical knowledge. | For example, read a technical article (monthly) available through the [State Library of Queensland](http://onesearch.slq.qld.gov.au/primo-explore/search?query=any,contains,*&pfilter=pfilter,exact,articles&tab=default_tab&search_scope=GRAIL&vid=GRAIL&lang=en_US&offset=0) (SLQ) and share what I’ve been reading with my team to discuss at the team meeting.  For example, attend (minimum 3) free webinar/s provided by companies X, Y and Z. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Development agreement [Insert agreement year, e.g. 2024 – 2025]  [Identify up to three [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland) as a focus for development] | | Development review  [To be undertaken at the end of the performance cycle] | |
| Leadership competencies to be strengthened/developed.  [Use the [Competency Compass](https://competencycompass.lead4qld.com.au/) to assist in identifying strengths and development opportunities.] | **[Learning and development actions](#Careergoals" \o "Career goals are the steps that a person will take toward their career aspirations in the coming work period.  Aspirations are long term future plans, goals are the steps we take to work toward these aspirations.)**  [Visit [Career development | For government](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development) and your agency intranet for programs and resources.] | **Self-assessment** | **Manager assessment** |
| Leads strategically | For example, select a learning resource from [curated content](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-courses-for-government-employees/online-courses-and-resources-for-leaders) aligned to the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-competencies-for-queensland). |  | [Recollect achievements in their professional development.] |
| Develop and mobilise talent | For example, continue to mentor new starters that come into the team in the systems and processes we use to capture and use customer feedback.  For example, discuss with my colleague (peer mentor) how we can [undertake career development activities](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/career-development-activities) and stay accountable to each other over our regular catch-ups. |  |  |
| Foster healthy and inclusive workplaces | For example, complete an eLearning course and watch 2 videos recommended in the [online courses and resources for leaders | For government](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-courses-for-government-employees/online-courses-and-resources-for-leaders). |  |  |

# To ensure trust in the public sector, we are committed to the highest levels of integrity and accountability, outlined in the [Public Sector Code of Conduct](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct). I will demonstrate sound governance over the next 12 months by…

|  |  |  |  |
| --- | --- | --- | --- |
| Legislation and policy frameworks [Insert agreement year, e.g. 2024 – 2025]  [Identify agency commitments to good governance and government] | | Review  [To be undertaken at the end of the performance cycle] | |
| Key agency/public sector legislation and/or policy | [**Action**](#Careergoals) | **Self-assessment** | **Manager assessment** |
| For example, reconciliation action plan. | For example, complete cultural competency training. |  | [Recollect achievements in their professional development.] |
| For example, code of conduct. | For example, complete annual Code of conduct training. |  |  |
| For example, comply with the Human Rights Act. | For example, complete annual Human Rights training. |  |  |
| For example, workplace response to domestic and family violence. | For example, complete Domestic and family violence bystander training. |  |  |
| For example, workplace sexual harassment. | For example, complete training in preventing and responding to workplace sexual harassment. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agreement | Signed  [Insert name]  [Insert title]  Date: | Endorsed  [Manager name]  [Manager title]  Date: | **Manager’s comments**  [Highlight any of the strengths the employee brings to the team/agency, that will be important for success over the next year.] | Approved [if applicable]  [Name]  [Delegate]  Date: |
| Mid-year review  [if applicable] | Signed  [Insert name]  [Insert title]  Date: | Approved  [Manager name]  [Manager title]  Date: | **Manager’s comments**  [Highlight any of the employee’s accomplishments and recollect achievements in their professional development. Point to specific tasks and projects that highlight their best work. Emphasise the impact those achievements had on the whole team/agency to call attention to their value to the team/agency.] |  |
| End of year assessment | Signed  [Insert name]  [Insert title]  Date: | Endorsed  [Manager name]  [Manager title]  Date: | **Manager’s comments**  [Highlight any of the employee’s accomplishments and recollect achievements in their professional development. Point to specific tasks and projects that highlight their best work. Emphasise the impact those achievements had on the whole team/agency to call attention to their value to the team/agency.] |  |
| Final recommendation  and approval | Assessment/comments | Approved [if applicable]  [Name]  [Delegate]  Date: |  |  |