

Performance and Progression Plan

This form is to be used by all Company X staff.

Name:	
Role Title:	
Branch:	
Employment Type:	
Line Manager (Name and Title):	
Performance Year:	

Purpose:

Company X is committed to a culture of customer service and excellence. It is therefore essential that each person's contribution is supported, extended and recognized in order that this can be achieved.

The Performance and Progression Process (PPP) is an essential planning and communication tool for realization of both business and individual goals.

PPP is a process of ongoing communication that involves both managers and staff in:

- Identifying and describing job functions and relating them to Company X key business objectives
- Giving and receiving feedback
- Developing realistic and appropriate performance standards
- Writing and communicating performance and development plans
- Completing development opportunities to sustain or improve performance

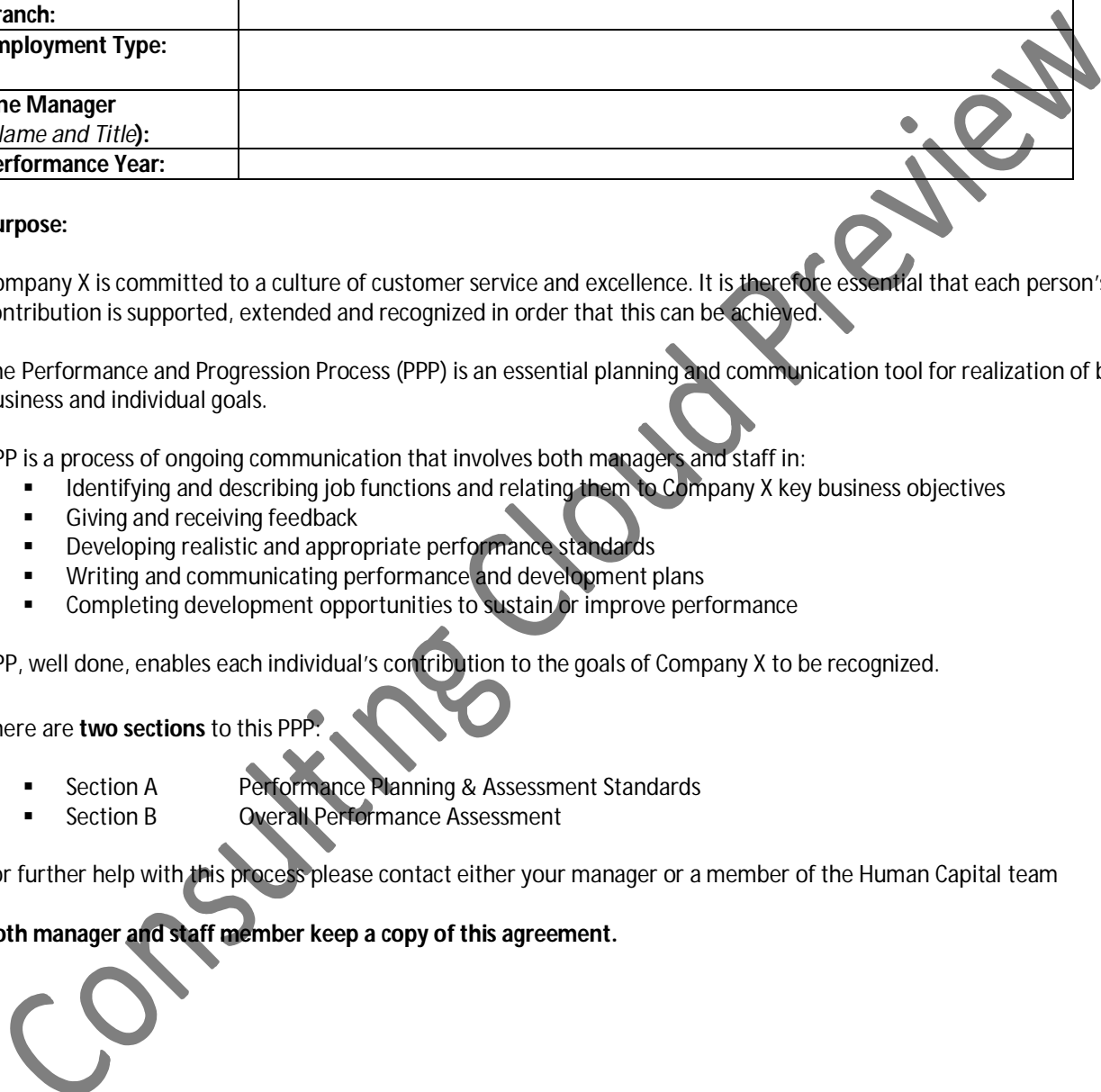
PPP, well done, enables each individual's contribution to the goals of Company X to be recognized.

There are **two sections** to this PPP:

- Section A Performance Planning & Assessment Standards
- Section B Overall Performance Assessment

For further help with this process please contact either your manager or a member of the Human Capital team

Both manager and staff member keep a copy of this agreement.



Section A: Performance Planning

Your performance plan must address each of the three performance standards i.e. performance, behaviors and capabilities, and learning and development.

Performance Standard 1 – Meeting Agreed Performance Goals		
With your manager establish performance goals aligned to your role for this year, and how you will measure your achievement of the goals. Goals should be Specific, Measurable, Achievable, Relevant and Timely and should link to the business objectives of your team. Aim to have between 3-6 goals.		
Key Goals	Targets	Measures
1.		
2.		
3.		
4.		
5.		
6.		

Performance Standard 2 – Application of Behaviors and Capabilities		
Goals must be written for all six behaviors listed. In addition, select two others from the Company X Capability Guide that are most relevant to your role. Review the capability guide before writing your goals.		
Behaviors and Capability	Agreed Goals	Evidence
Customer Focus		
Drive and Commitment		
Initiative and Accountability		
Creativity and Innovation		
Teamwork		
Relationship Building		
Capability 1:		
Capability 2:		

Consulting Cloud Preview