



Context How does this person's role contribute to the unit's business plan? What continues on as usual from last year? What will be new or changing for this role this year?	
Objectives What do you need the person to prioritise this year? What is the person looking for from their work experience? How well are these objectives (yours and theirs) aligned? What may need to be negotiated?	
Outcomes What productivity results does this person have to achieve this year? What does this person to learn and develop this year? What wellbeing goals are needed for this person to do well this year?	
Conversation Where are you likely to agree about what to do and how to go about it? What are your best options if you can't easily agree? What are their best options? What is the best starting proposal to work through with the person?	
Strategy How will you now approach the planning session?	