

Performance Improving Practices

Infographics for preparing personal performance plans

Version 1.00

Infographic Linking plans from whole of organisation to each person

Strategic Plan

Describes the organisation's purpose and aspirations

Creates a vision for the future

States the organisation's values

Sets the character of the organisation and what to prioritise in its business

Branch Plan

Takes responsibility for part of the organisation's effort to realise the vision

Lays out the operational goals required for its part

Allocates resources, people and programs as part of the organisation's total financial, HR and operational budget

Coordinates the work of the units in the branch

Unit Plan

Sets out how the unit will meet its commitments under the branch plan

Focuses on tasks, resource use, staff capability and customer relationships

Applies measures that can be used frequently to track progress

Is the primary content of the manager's or supervisor's personal plan

Personal Plan

Focuses on the priorities for the person's role in the coming year

Identifies the resources, support and capabilities they need for their work

Focuses on how they will improve and grow

Supplements their position description by linking current priorities and their learning agenda to the other plans



Infographic Linking unit plans and personal plans

Unit Plan

Setting priorities for improvement and professional growth

Personal Plan

Sets out how the unit will meet its commitments under the branch plan

Focuses on tasks, resource use, staff capability and customer relationships

Applies measures that can be used frequently to track progress

Is the primary content of the manager's or supervisor's personal plan What parts of the unit's work does this person contribute to?

Which other team members will they be working with?

Where and how will they directly or indirectly deal with or affect customers?

How can they contribute to enhancing team dynamics and wellbeing?

Which of their current capabilities support their work or need developing?

What can they do to improve their ability and self-reliance now and in the future?

What milestones will be important to mark stages of achievement this year?

Focuses on the priorities for the person's role in the coming year

Identifies the resources, support and capabilities they need for their work

Focuses on how they will improve and grow

Supplements their position description by linking current priorities and their learning agenda to the other plans



Infographic Linking branch plans and personal plans

Branch Plan

Working collaboratively as part of a branch to help everyone get results

Takes responsibility for part of the organisation's effort to realise the vision

Lays out the operational goals required for its part

Allocates resources, people and programs as part of the organisation's total financial, HR and operational budget

Coordinates the work of the units in the branch

What will be their key contribution to help the branch achieve its goals?

What can they do to help reduce waste and get the best use of resources?

How will they collaborate and represent the unit in work with other units?

When and how will they contribute to whole of branch processes and projects?

How will they support the supervisor's responsibilities in the management team?

What contribution will they make to reducing hazards for a safe workplace?

What capabilities can they develop for current and future work in the branch?

Focuses on the priorities for the person's role in the coming year

Personal

Plan

Identifies the resources, support and capabilities they need for their work

Focuses on how they will improve and grow

Supplements their position description by linking current priorities and their learning agenda to the other plans



Infographic Linking the strategic plan and personal plans

Strategic Plan

Working as part of the bigger picture with shared purpose

Personal Plan

Describes the organisation's purpose and aspirations

Creates a vision for the future

States the organisation's values

Sets the character of the organisation and what to prioritise in its business

What will they do in their role to help make the vision real and successful?

How will the values be expressed through the way they do their work?

What code of conduct requirements are key for what they will do this year?

What corporate initiatives will they be a part of and contribute to this year?

How will they support the key customer and stakeholder relationships in the plan?

How will they talk about their work and the organisation with peers and others?

How will they present themselves and act as the organisation's representative?

Focuses on the priorities for the person's role in the coming year

Identifies the resources, support and capabilities they need for their work

Focuses on how they will improve and grow

Supplements their position description by linking current priorities and their learning agenda to the other plans



Infographic Information sources for personal plans

Executive feedback and guidance

Last year's performance plan

Customer feedback data

Staff satisfaction survey

Personal Plan

Focuses on the priorities for the person's role in the coming year

Identifies the resources, support and capabilities they need for their work

Focuses on how they will improve and grow

Supplements their position description by linking current priorities and their learning agenda to the other plans

Current business, branch and strategic plans

Team behaviours and development activities

Forecast changes in technology or standards

Ideas and opportunities raised by peers

