



Confidential

My Action Plan

Name:

Job Title:

Competency
Job Family

Objectives Period
From and To

Setting Objectives

You should set your objectives using the guidance provided in the Employee Guide to Managing Your Performance.

Once your objectives have been agreed please use the 'One to One Meetings' form to record progress against objectives / notes from your performance meetings with your manager. Only update this Action Plan when objectives are met or changed or when there are changes to development requirements.

Please note that this Action Plan template is a guide only and may be adapted to suit your requirements.

What are the key responsibilities for me in my role?

Outline below your key responsibilities (at least 2, maximum 8) from which your objectives for the year or months ahead will be drawn:

My Agreed Objectives *(At least 2, 6 at the most)*

Objective 1

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Objective 2

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Objective 3

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Objective 4

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Objective 5

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Objective 6

What will you achieve?

How will you achieve? What key competency development, support (manager or otherwise) or other resources do you need?

Performance Development Requirements/Needs – Proposed by You

What are your performance development requirements/learning needs for achieving your objectives?	
Identify resources required?	Time constraints/cost implications?

Performance Development – Agreed By Your Line Manager

What performance development for achieving you objectives above has been agreed?	
Resources required and agreed	Who is responsible for organising/arranging?

Strengths

What are my strengths?	How can I use my strengths more effectively?
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Notes/Comments

Once your objectives have been agreed please use the 'One to One Meetings' form to record progress against objectives / notes from your performance meetings with your manager. Only update this Action Plan when objectives are met or changed or when there are changes to development requirements.

We agree the content of this Personal Development Action Plan and Individual Performance Plan.

(Your Signature)

(Date)

(Manager's Signature)

(Date)

Date of next review

(It is recommended that you review this at least once every 3 months)