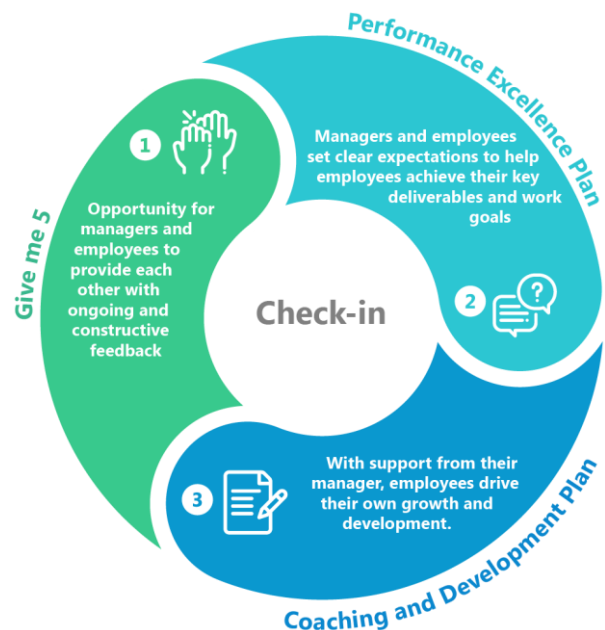




## Performance Excellence Plan Guide for Employees and Managers

The purpose of this conversation is to discuss and agree what deliverables and results are expected in the year ahead.

- Employees and their manager are expected to discuss and agree work goals, key deliverables and associated measures.
- The manager is responsible for ensuring employees have clear role expectations, what they need to contribute towards (deliver upon) and how that aligns with organisational needs and guiding principles.
- The manager is responsible for supporting their employee to achieve their deliverables and the employee is responsible for achieving them.



### Getting Started:

1. Managers discuss and set clear expectations with their employees
2. Employees draft key deliverables/work goals and map out how they align with guiding principles.
3. Employees review and refine deliverables/goals with their manager.
4. Managers and employees ask for and give frequent feedback on performance against expectations.
5. Managers and employees revisit and revise the deliverables in Give Me Five check-ins throughout the year.