**Team Performance Plan Template.docx**

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| Team Performance Plan Template  Name of Employee:  Plan timeframe:  Name of Manager:  Date of performance planning discussion:  Date of mid cycle review discussion;  Date of end cycle review discussion:   * 1. Outputs, projects and deliverables: What will your main work be this year?   What elements of your work area’s Business Plan will you be responsible for or contribute to?   * 1. Conduct and behaviours: How will you do your work and interact with others this year?   Organisation values are respect, collaboration and innovation.   * 1. Knowledge and skills: What do you need to do your job well this year?   What learning and development activities will you undertake this year and how will your new skills and knowledge be applied on the job?   * 1. Support needed to do my job well?   Are there any changes to the work environment or arrangements that would assist you to do your job?   * 1. How do I know if I am performing well?   What will be happening if you are performing well? (My customers are happy, I have good working relationships, my work is completed on time, and my work is accurate.) |