## Executive Performance and Development Plan/Review record

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | insert name | Business unit: | insert directorate |
| Plan Timeframe | from insert date to insert date | Review date(s): | insert review dates |
| Executive’s manager: | insert name |  |  |

## Performance Planning Discussion

|  |  |
| --- | --- |
| Key deliverables/business objectives | Key indicators of success |
| *Tip: These should translate from your business plan into key personal accountabilities and also detail how you will lead your workforce.*  • Click here to enter text | *Tip: these should be measureable and specific*  • Click here to enter text |
| The ACTPS Value will I focus on this year to accomplish better services and outcomes for the ACT Community:   * Further Comments: Click here to enter text | |

|  |  |
| --- | --- |
| Self Reflection: Capabilities identified for development | Learning/development program/activity plan |
| *Tip: the* [*ACTPS Shared Capability Framework*](http://www.cmd.act.gov.au/employment-framework/performance-framework/actps-shared-capability) *includes executive indicators and detailed executive capability statements in each of its five domains of performance.*  • Click here to enter text | • Click here to enter text  *Tip: These activities can be formal learning experiences like the ANZOG or Leaders Leading Learning Program- but don’t pass up informal opportunities too - why not attend a whole of government executive speaker series networking event?* |

## Performance Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agreement to Plan | | Mid-cycle review | | Final review | |
| Executive’s agreement with this plan:  Click here to enter text  Written feedback attached? Yes    No | | Executive manager’s comments on progress since plan date:  Click here to enter text  Written feedback attached? Yes    No | | Executive manager’s comments on progress since review date:  Click here to enter text  Written feedback attached? Yes    No | |
| Signature: | Date: | Signature: | Date: | Signature: | Date: |
| Executive manager’s agreement with this plan:  Click here to enter text | | Executive’s comments on progress since plan date:  Click here to enter text | | Executive’s comments on progress since review date:  Click here to enter text | |
| Signature: | Date: | Signature: | Date: | Signature: | Date: |