

## EMPLOYEE GOAL SETTING TO-DO LIST

### Goal setting process overview

Step 1: Meet with your manager to have your goal setting & development planning conversation.

Step 2: Finalise your expectations & development activities by incorporating the key points agreed with your manager in your goal setting & development plan .

Step 3: Submit & seek approval from your manager for both your performance & development plans.

### Goal setting discussion agenda template

Set a positive tone for the discussion. **Be on time. Come prepared. Be confident. Own your development.** Be open to feedback. Ensure the discussion is two-way.

Discuss your current expectations: results, job responsibilities, duties, goals & required behaviours / competencies. Ensure they are concrete—seek clarity if you aren't clear on what is expected from you. Understand their connection to the bigger picture for your department.

Share your current strengths & skills, & be honest about weaknesses or areas of opportunity for you to perform your best in your current role. Solicit feedback from your manager about what you could be doing differently or better, based on your current expectations. This is your short-term development goal.

Share your personal & professional aspirations, the things you want to achieve in your career over the next 2 years. This is your long-term development goal.

Clarify next steps including documentation/ update & approval of your performance & development plans.

Summarise the conversation & express appreciation for your manager's support.