**Performance Management (Non-Teaching Staff)**

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| PERFORMANCE MANAGEMENT SCHEME  |

**The Workplan**

**Date last revised:**

**Personal Details:**

Name: Job Title:

Grade: Level (Spinal Point):

Period:

**Other details:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post Holder) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERFORMANCE MANAGEMENT SCHEME**  |

| **Objectives**what you need to achieve, linked to performance plan objectives | **Task/Actions**what you intend to do to achieve your objectives | **Performance Indicators/Targets**what you will use to measure how well you are achieving | **Deadline for Achievement of Performance Indicators** | **Evidence of Achievement/Comments (actual)** |
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**Performance Management (Staff)**

There follows the pro forma for learning & development plan & the earning log, i.e. a record of learning & development undertaken. An example of a completed learning log is also provided to show how this can be used to evaluate the learning.

**Learning & Development Needs: Plan**

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| **Objective**(*Links to the workplan or career development*) | **What I will learn** | **Method to be used** | **When will the L&D take place** | **How will I use this knowledge?** *(Workplan objectives or career development)* |
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**Learning & Development Log; Record of L&D Completed**

Scoring to be used; 1 poor, 2 weak, 3 fair, 4 good, 5 excellent

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| --- | --- | --- | --- | --- |
| **Objective***Links to the workplan or career development* | **L&D activity:-***Method* *Date & Duration**Inclusive Cost (including cover costs***)** | **What did I learn***Qualification gained, or two or three of the most important things learnt.*  | **How will I use this knowledge** *(Workplan objectives or career development)* | **Overall Assessmen**t*Based on learning, its relevance & impact, the employee & manager to give an overall score* Employee Manager  |
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If the learning and development activities did not meet agreed outcomes or other L&D needs arise as a result, please specify & outline

what steps will now be taken?

**Performance Management (Non-Teaching Staff)**

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| **PERFORMANCE MANAGEMENT SCHEME**  |

**Performance Review including Annual Performance Review**

**Appraisee's Assessment (your own view of your successes, achievements, and non-achievements against workplan)**

**Additional issues (secondment, learning and development, absenteeism etc.)**

**Assessment by Line Manager**

**Action required (agreed action points in order to deliver the workplan and learning and development activity)**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Appraisee - Post Holder) Date: \_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Appraiser - Line Manager) Date: \_\_\_\_\_\_\_\_\_\_

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