

Individual objective setting tool

Use this tool to help you:

prepare for a conversation to:

- shape the individual objectives
- agree a plan to help fulfil these

Individual aspiration / objectives

Explore what the individual is aiming to achieve in this specific period.

What do they need to do?

What does the person need to deliver?
(eg tasks and actions)

How do they need to be delivered?
(eg behaviours and values)

Activities and timeframe

What?

By when?

My
contribution

Guidance Notes

If you are a line manager

Things to think about before the conversation:

- What objectives could help your team member develop?
- Why would this objective be important for the individual?
- What resources might they need?

Prompts to have a great conversation:

- Why this goal is important to the individual and team?
- What are the ways to approach the challenge?
- What support might be needed?
- Who might be able to help?
- What are the time frames for achieving this objective?
- How will we track progress?

If you are a team member

Things to think about before the conversation:

- What objectives would be appropriate for you?
- Why is this objective important to you?
- What do you need to do to achieve this goal?
- What resources might you need? Who might you need access to?
- How do you want your manager to help you with this goal?

Our values are the heart of everything we stand for as a business. It is essential that we understand and role model them in everything we do.



Safety and Security

Safety and security are at the heart of all we do as we move to be an **environmental remediation** company.



Ambition

We work **collaboratively** and consider how we can **improve at every opportunity**.



Integrity

We do the **right things** and are **open** and **honest**.



Inclusion

We **respect and include** the individual and create a workplace in which **people grow, develop and perform at their best**.