Sellafield Ltd

Team goal setting tool

What are our goals?

Discuss what the team needs to achieve in the relevant timeframe. What will good performance look like for this team?

What do we need to do?

To achieve the team goal, what do we need to deliver? (eg tasks and actions)

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

Activities and timeframe

Who?	By when?

My contribution

Sellafield Ltd

Guidance Notes

If you are a line manager

Things to think about before the conversation:

- How to best articulate the goals for your area
- Are there opportunities to try something different to support continuous improvement?
- Are there any members of your team who could take on greater responsibility to help delivery the goals?
- What performance standards do you expect, how you will communicate these?

Everyone during the meeting

Prompts to have a great conversation:

- Allow everyone to contribute ideas
- Agree roles and responsibilities
- Discuss and agree what success will look like
- Share potential challenges, risks and constraints and discuss how to overcome them
- Agree timeframes for reviewing progress
- Be clear about who's doing what and when

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**.