**Executive performance and development agreement and assessment 2020-21**

**Name:**

**Agency:**

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| **Agreement** | Signed[Insert name][Insert title]Date: | Endorsed[Supervisor name][Supervisor title]Date: | Supervisor’s comments | Approved [Name][Chief Executive Officer or delegate]Date: |
| **Mid-year review** | Signed[Insert name][Insert title]Date: | Approved[Supervisor name][Supervisor title]Date: | Supervisor’s Comments |
| **End of year assessment** | Signed[Insert name][Insert title]Date: | Endorsed[Supervisor name][Supervisor title]Date: | Supervisor’s comments |
| **Final recommendation and approval** | Assessment/comments | Approved [Name][Chief Executive Officer or delegate]Date: |
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**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **1. Whole-of-government leadership and collaboration** (collaboration to deliver benefits across the public sector)Impactful leadership to enable collaboration in delivering government and Leadership Board priorities |
| **High Performance Outcomes:** *(to be tailored as required)***What:**  |
| **Evidence:** *(to be tailored as required)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)1. What:

How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **2. Organisational priorities**
2. Progress and deliver priorities in line with agreed vision, strategy and planning
 |
| **High Performance Outcomes:** *(to be tailored as required)***What:** |
| **Evidence:** *(to be tailored as required)* |
| 1. **Mid-year review comments:**
 | **Mid-year review self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |
| 1. **End of year achievements:** (include evidentiary sources)
2. What:

How: | **End of year self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **3. Organisational financial management** Sustainable financial outcomes and maximised public value |
| **High Performance Outcomes:** *(to be tailored as required)***What**: |
| **Evidence:** *(to be tailored as required)* |
| 1. **Mid-year review comments:**
 | **Mid-year review self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |
| 1. **End of year achievements:** (include evidentiary sources)
2. What:
3. How:
 | **End of year self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **4. Organisational leadership and culture**
2. High performing, customer‑centric workforce with an ethical and healthy workplace culture that reinforces trust in the sector
 |
| **High Performance Outcomes:** *(to be tailored as required)***What**: |
| **Evidence:** *(to be tailored as required)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |
| **End of year achievements:** (include evidentiary sources)1. What:

How: | **End of year self-assessment:**[ ]  High[ ]  Sound1. [ ]  Limited
 |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **5. Personal development priorities**  |
| Executives are encouraged to think beyond just courses and training for their development. The list below provides examples of experiences that are critical for executive leadership development. Reflective practice is a key skill that executives are encouraged to learn to support emergent development opportunities.The PSC also encourages executives to actively seek out emerging leaders and formally mentor them. Mentoring is an exceptional development opportunity that has a system-wide impact.

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| Challenging Assignments | Development Relationships | Adverse Situations | Course Work and Training | Personal Experiences |
| Increase in scope of work | Constructive managers | Crisis management | Formal and informal courses | Various experiences that create emotion-laden memories and influence leaders’ principles. |
| Creating and driving change | Difficult people | Scandal |  |
| Job rotation or transition | Non-work advisors | Mistakes |  |
| Stakeholder engagement | Family | Career Setbacks |  |
| Working in a different culture |  |  |  |

Table 1 - extract from *CCL Handbook of Leadership Development,* 2010 (pp.66-67). |

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| **Alignment to Performance Objectives *Tick all that are appropriate*** | **Planned outcomes*****Fill in this column when preparing your plan.*** ***Suggest limit of between 3 & 6 development objectives. Add additional lines if required.*** | **Evidence of outcomes*****Fill in this column when reviewing your plan, provide evidence of achieving your planned outcomes*** |
| [ ]  **Objective 1**[ ]  **Objective 2**[ ]  **Objective 3**[ ]  **Objective 4** |  |  |
| [ ]  **Objective 1**[ ]  **Objective 2**[ ]  **Objective 3**[ ]  **Objective 4** |  |  |
| [ ]  **Objective 1**[ ]  **Objective 2**[ ]  **Objective 3**[ ]  **Objective 4** |  |  |
| [ ]  **Objective 1**[ ]  **Objective 2**[ ]  **Objective 3**[ ]  **Objective 4** |  |  |

***Note – it is recommended that any other executives (including those from other agencies) who support you in delivering Queensland Government priorities are provided with the relevant information from this plan, to ensure their agreements link to your plan***

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| 1. **Executive overall comments:**
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| 1. **Supervisor overall comments:**
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