

MAKING THE MOST OF YOUR END OF YEAR PROGRESS REVIEW

Performance conversations are a crucial tool for your development at the Witherslack Group. We would expect both you and your manager/ reviewer to prepare for your review meeting to ensure that you get the best out of them.

TIMINGS

You will meet with your manager on a regular basis in the form of supervisions, 1-1s, informal catch ups and the more formal Progress Review discussions.

The Progress Review cycle begins in September with Goal Setting, an Interim Review is then to be complete by February Half Term and the End of Year review due between May and July. As things can often change during the course of the year, it might mean you need to update and agree new goals at other times.

END OF YEAR REVIEW ~ PREPARATION

Preparation is crucial for a successful progress review, and you will need to submit your Self Evaluation on Workday before the meeting. Ensure that you spend time thinking about how things have gone this year as well as what you'd like to focus on in the coming year. Progress Reviews are measured on performance against 3 key areas: Your Job Description, our Behaviours, and Goals set for the year.

To prepare for your progress review you should:

1

Gather information: Take a look at the Behaviours and Ratings document which explains the rating system and gives you an idea of the evidence needed at each rating level, and your Job Description which sets out the expectations of your role.

2

Look back: Consider the evidence you have to demonstrate the rating against each area. It is good practice to keep notes of work, achievements and feedback from the whole year as it can be easy to focus on the last few months. Records of past supervisions can be useful to refresh your memory.

3

Career Prospects: A new section of the Workday form will ask you about what your aspirations are for the future - to highlight any roles you might be interested in, whether you can travel, and to indicate whether or not you would relocate for the right role.

4

Complete the form: At least one week prior to your Progress Review Meeting, complete the form on Workday. When you submit it will go to your line manager for them to review.

THE CONVERSATION

Although you will have prepared for the progress review conversation, it's important that you approach the discussion with the flexibility to listen to what your manager has prepared. It's a joint conversation, so be prepared to share your point of view.

Some good conversation starters that signify that you are open to receiving feedback might include the following:

- Let me share what I have been up to.
- How did you think I did at that meeting last week? I thought went well but I think I could have done better at
- Do you think I am on track with my goals?
- Is there anything else you think I should be focusing on?
- How am I doing in general?
- Could you tell me how I could dobetter?
- Is there anything I should be doing differently?
- Can I ask for your support with something?
- Can you help me understand how I progress to ...?
- I have been thinking about what I would like to learn next and would like to discuss ideas with you.
- These are some of the things I have been doing recently to develop and learn....

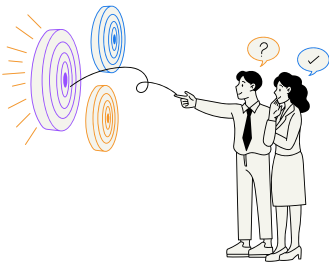
RECEIVING FEEDBACK



Receiving feedback can sometimes be difficult, especially when it's constructive.



We **need** feedback to be able to improve, but it can be hard for others to give, and difficult for us to take on board. You should be receiving feedback regularly from your manager, but the Progress Review can be a good forum for understanding what that feedback means. Try to control your defensiveness. A lot of managers struggle to give feedback because they are worried about the response they might get. Being approachable and controlling your instinct to react can mean that you're more likely to get some feedback that will help you improve.



If you aren't getting what you need, try asking for advice. 'What advice would you give me to help me improve/ to help my career/ to resolve this specific issue' can make it easier for people to tell you what they think.



Ask questions to clarify. Focus on questions to make sure that you understand the feedback. Examples can help – showing that you are willing to listen will open up the conversation.



Remember, only you have the ability to decide what to do with the feedback you have received. The feedback given may be clear and direct, and easy to act upon, but it may be something you need some time to explore. It is up to you to think about what's next – testing this out with others and considering what you may need to do about it. This should be the start of an ongoing conversation with your manager that you may open up with others; what you'll find is, the more you invite and receive feedback, the easier it becomes to handle it!

