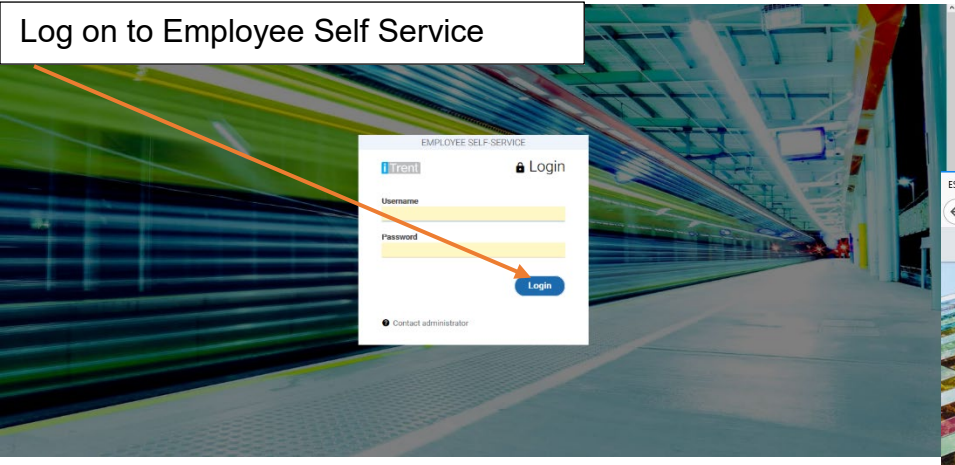




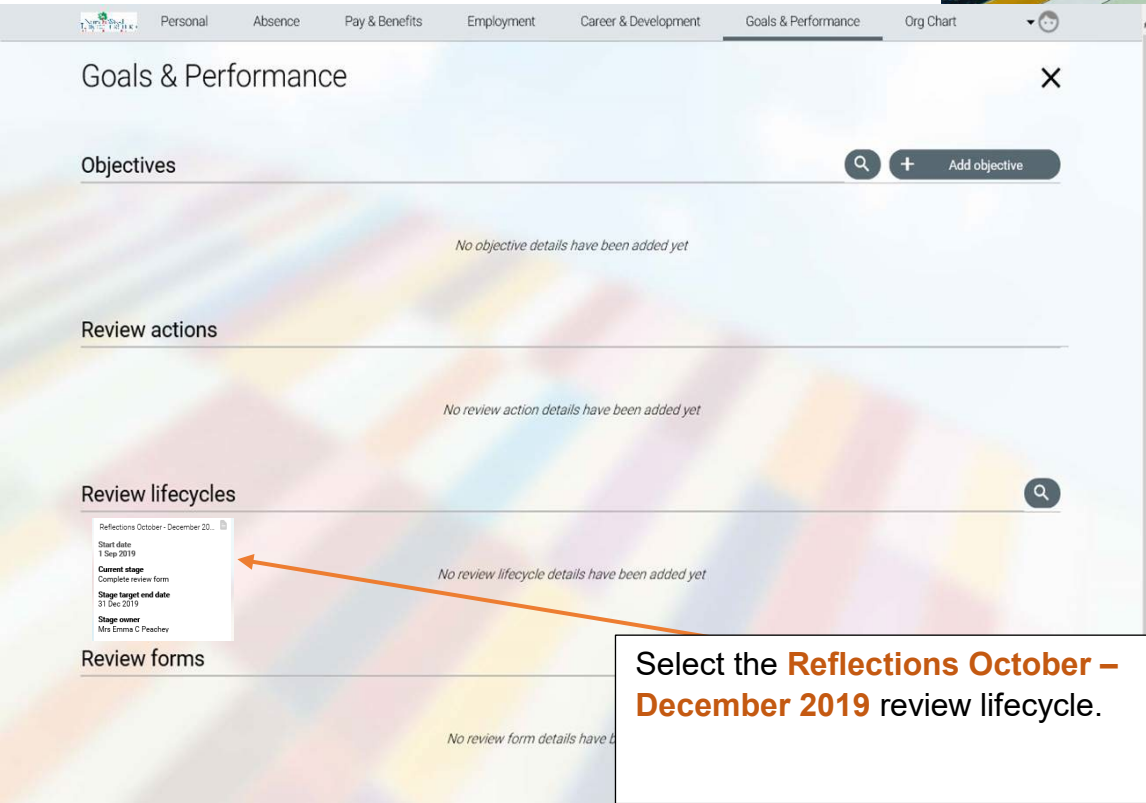
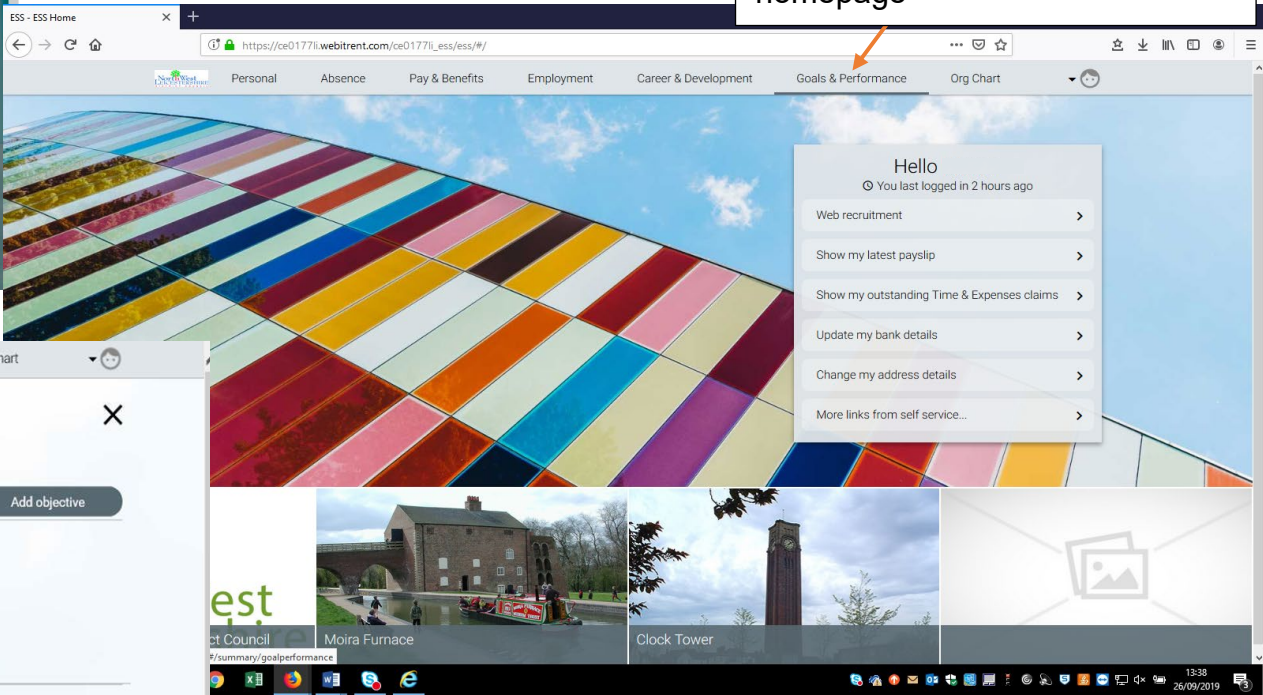
Annual review

Before your reflection meeting

Log on to Employee Self Service



Click on the **Goals and Performance** tab at the top of the homepage



Select the **Reflections October - December 2019** review lifecycle.

Reflections October - December 2019
Start date: 1 Sep 2019
Current stage: Complete review form
Stage target end date: 31 Dec 2019
Stage owner: Mrs Emma C Peachey

Lifecycle Reflections October - December 2019

- Reflection >
- > Performance >
- Life cycle end >

Reflection
Target start date: 01/09/2019
Target end date: 31/12/2019

Click on > to view stage start and end date.

Click on (>) the drop down list to view your actions, such as the reflection form.

Lifecycle Reflections October - December 2019

- Reflection >
- Performance >
- Complete review form >
- Add/update Objectives and Training needs >
- Life cycle end >

Reflection
Target start date: 01/09/2019
Target end date: 31/12/2019

Click **Complete review form** to access your reflection form

Lifecycle Reflections October - December 2019

Reflection



Performance



Complete review form



Add/update Objectives and Training needs



Life cycle end



Complete review form

Target end date: 31/12/2019

Action responsibility: Mrs Emma C Peachey

Generate

First time you access your form you will need **Generate** the form. Thereafter you will go straight to the form.

These ticks will turn green once you've completed each of the three sections at which you will be able to submit your form to enable your manager to view it.

Lifecycle Reflections October - December 2019

- Personal Information (Employee)
- Your development plan
- Values Review

Click here to return to the performance life cycle

Summary



Annual Review

Welcome to your annual review. This is a valuable and important process for you to formally sit down and discuss your progress, behaviours and training needs with your line manager.

As you work through this form you are asked to be honest and give full examples to demonstrate how you meet our values. Your manager will review this form before you have your face to face meeting.

Please click on **'start'** and complete each section fully. If you do not line manage staff you do not need to complete the 'Leadership' section at the end, you can leave that blank.

Once you are happy that your form is complete, please click **'summary'** which will return you to this page. At this stage you can click **'submit'** so that your responses can be reviewed by your line manager. You may want to print a copy of this form to take with you to your meeting.

After the meeting you will need to log back in and update your new objectives and any training needs.

If you wish, you can print your form at this stage so that you can take a hard copy to your meeting.

Start

Print

These are the three different options to navigate between pages.

CNVGM%3db6illuPiQU...

Lifecycle Reflections October - December 2019 (1 of 3)

[Click here to return to the performance life cycle](#)



Personal Information (Employee) ▾



 [Select this icon to add or maintain review actions](#)

Personal Information

Formatted name

Length of service

Job title



Check that your personal details are correct and navigate to the next page. If you think your details are wrong please email hr@nwleicestershire.gov.uk

Previous

Save

Summary

Lifecycle Reflections October - December 2019 (2 of 3)

[Click here to return to the performance life cycle](#)



Your development plan ▾



 [Select this icon to add or maintain review actions](#)

Your development plan outlines all the training and development you need to complete for your role. It does not cover job specific training so these need to be captured as objectives later on following discussion with your line manager.

If you have any concerns about any of these please email training@nwleicestershire.gov.uk

Please click and expand the menu below to view.

Your development plan

> Personal development plans (1)

ADD

Click on > to view and update your development plan(s).

Previous

Save

Summary

Next

Lifecycle Reflection Form 2019 (2 of 3)



< Your development plan >



This review form is now complete and cannot be modified.

[Select this icon to add or maintain review actions](#)

Your development plan outlines all the training and development you need to complete for your role. It does not cover job specific training so these need to be capped in discussion with your line manager.

If you have any concerns about any of these please email [\[email address\]](#)

Please click and expand the menu below

Your development plan

Personal development plans (2)

Plan name ▲

My Development Plan

Lifecycle Reflection Form 2019 (2 of 3)



[Click here to return to the performance life cycle](#)

[Click here to return to the performance review form](#)

Development plan: My Development Plan

- My Development Plan
- Health and Safety (all employees)
- Introduction to Local Government
- Financial systems
- Introduction to Procurement
- Emergency Planning (All)
- GDPR (All)
- Introduction to

Learning activity - Health and Safety (all employees)

Activity name

Health and Safety (all employees)

Start date

01/09/2019



Date achieved



Renewal period

2 Years-1d

Study path



Status

In Progress

People resource/support

Delete

Select your development plan, you may have more than one...

...and update the date achieve field where applicable.

Click here to return to the reflection form.

Lifecycle Reflection Form 2019 (2 of 3)

< Your development plan >



This review form is now complete and cannot be modified.

Select this icon to add or maintain review actions

Your development plan outlines all the training and development you need to complete for your role. It does not cover job specific training so these need to be captured as objectives later on following discussion with your line manager.

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Please click and expand the menu below to view.

Your development plan

Personal development plans (2)

Plan name ▲	Current status ▲
CLT - Leadership	Active
My Development Plan	Active

Previous

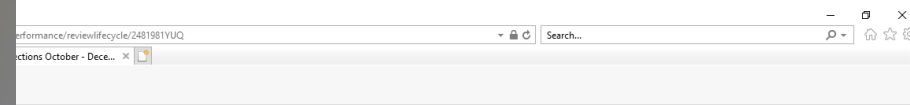
Summary

Next

Once back in the reflection form select the next development plan, if you have more than one, if not navigate to the next page.

On this page you should answer each question fully. Guidance notes to help you complete this section can be found at the end of this document. The questions relate to our corporate values and will help you and your manager have a conversation about your skill, behaviour and development.

At the bottom there is a section called Leadership. If you line manage any staff you must complete this section too. If you do not, you can navigate to the next page.



Lifecycle Reflections October - December 2019 (3 of 3)

Values Review

Select this icon to add or maintain review actions

Please work your way through this form giving as many examples as you can. Your answers will form the basis of your discussion with your line manager.

Your manager will be able to read your answers prior to the meeting, but not change them.

Trust
I am honest, fair and transparent and I value trust.

My skills and abilities within this area can be demonstrated by the following examples ...

In order to develop my skills and behaviours further in this area I would like to ...

Respect
I respect colleagues and customers in a diverse, professional and supportive environment.

My skills and abilities within this area can be demonstrated by the following examples ...

Previous Save Summary Next



Lifecycle Reflections October - December 2019 (Review...)



Review actions

Select an item from the list below to amend the details.

Action details

Type

Action

Action details

Description

Type

Owner

Start date

Due date

Current status

Linked to type

In progress

Previous

Save

Summary

As this is the first time completing this process online, you will not yet have logged any objectives or training needs for review. Therefore you do not necessarily need to complete this page.

After your meeting with your line manager you will then have the opportunity to record your agreed actions.

Click **Summary** to navigate to the next screen.

Lifecycle Reflections October - December 2019

- ✓ Personal Information (Employee)
- ✓ Your development plan
- ✓ Values Review

[Click here to return to the performance life cycle](#)

Summary

Annual Review

Welcome to your annual review. This is a valuable and important process for you to formally sit down and discuss your progress, behaviours and training needs with your line manager.

As you work through this form you are asked to be honest and give full examples to demonstrate how you meet our values. Your manager will review this form before you have your face to face meeting.

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Once you are happy that your form is complete, please click 'summary' which will return you to this page. At this stage you can click 'submit' so that your responses can be reviewed by your line manager. You may want to print a copy of this form to take with you to your meeting.

After the meeting you will need to log back in and update your new objectives and any training needs.

If you wish, you can print your form at this stage so that you can take a hard copy to your meeting.

Start

Submit

Print

Once all three section have been completed the form can be submitted to your line manager. Once submitted your form can no longer be amended.

After your reflection meeting

Lifecycle Reflections October - December 2019

Reflection

Performance

Complete review form

Add/update Objectives and Training needs

Life cycle end

Reflection

Target start date: 01/09/2019

Target end date: 31/12/2019

After your reflection meeting please log back in and click here to add any agreed objectives/training needs.

At anytime throughout the year, you are able to update and log more objectives and training needs under the **Goals & Performance** tab in ESS.

PeopleManager

PEOPLE
Results 8 People
Surname

Mrs Emma C Peachey

Personal Employment

LINKS

- Personal Details
- Employment Details
- Absence Information
- Expenses & Timesheets
- Reflections**
- Career & Development

View Reflections Form Add Training Needs / Objective View Training Needs / Objectives Update Training Needs / Objectives

To access your employees' reflection form click on the **Reflections** tab

To access your employees' reflection form click on the **Reflections** tab

Click on >

PEOPLE
Results 8 People
Surname

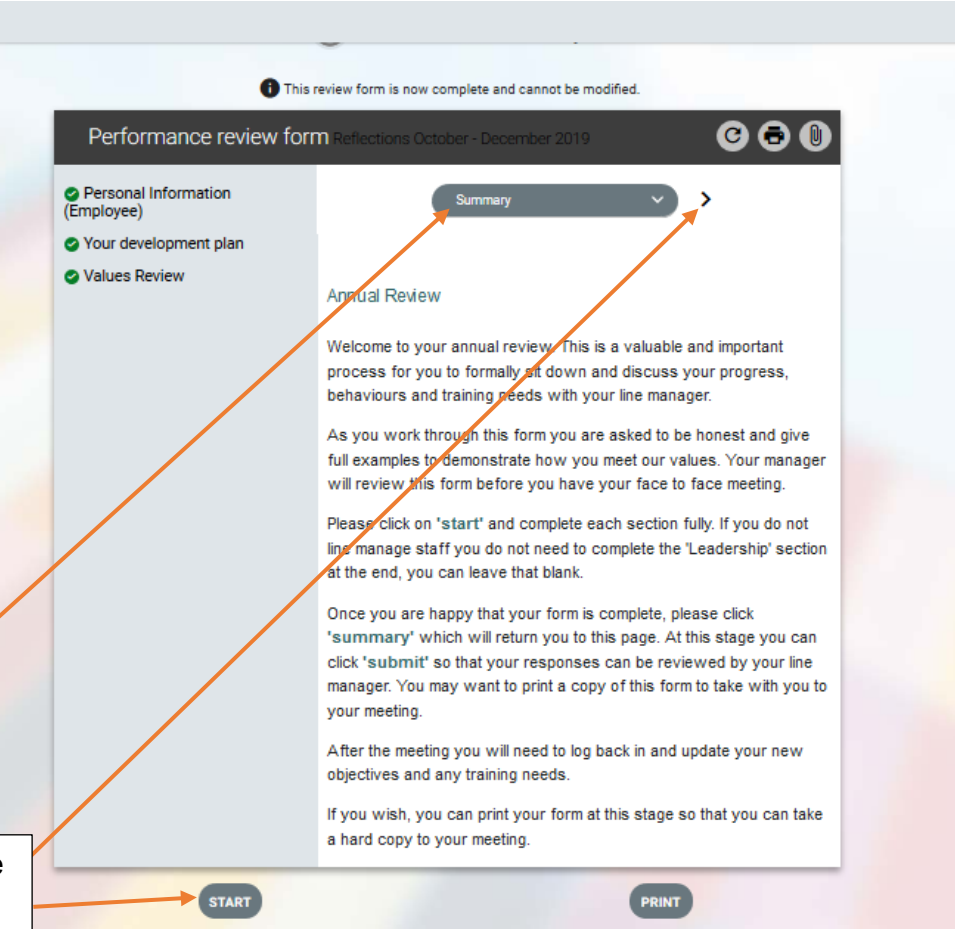
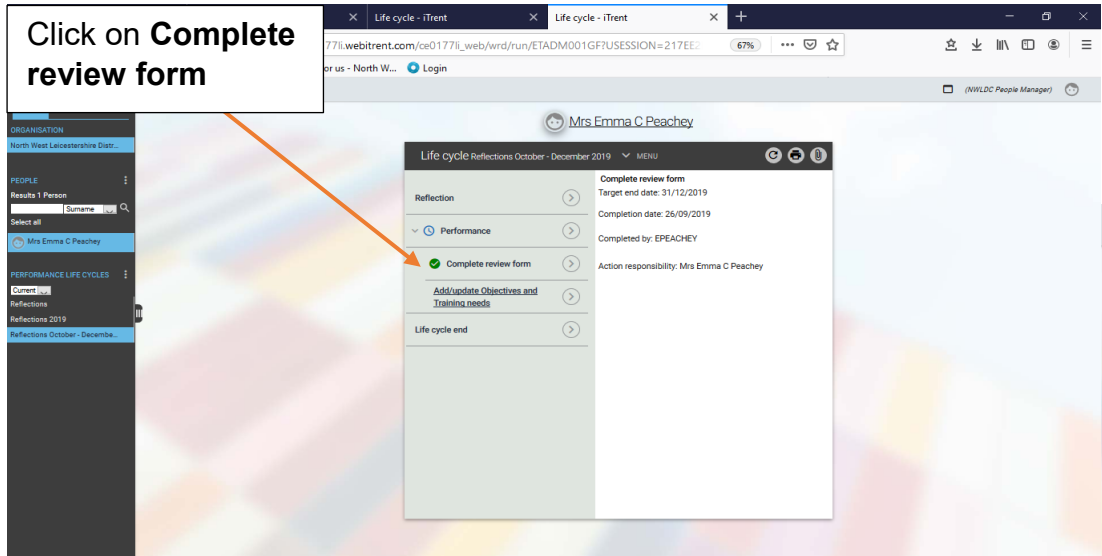
Mrs Emma C Peachey

Life cycle Reflections October - December 2019

Reflection	Reflection
>	Target start date: 01/09/2019
>	Target end date: 31/12/2019
>	Performance
>	Life cycle end

Click on >

Click on **Complete review form**



Navigate between using any one of these three ways.

When thinking through your responses you may want to use the following definitions and statements to help you understand what our corporate values mean. You are encouraged however to write as much as you can about your own experiences.

Trust

Definition

I am honest, fair and transparent and I value trust

Your examples could cover:

Statement
I maintain confidentiality.
I tell the truth and am honest in all dealings.
I keep promises and commitments made to others. I do the right thing, even when it is difficult.
I avoid situations and actions considered inappropriate or which present a conflict of interest.
I adhere to our set of core values and these are represented in my decisions and actions.
I do not misrepresent myself or use my position or authority for personal gain.

What it's not

- It's not making promises then failing to deliver.
- It's not working towards your own values if they differ from the corporate approach

Respect

Definition

I respect colleagues and customers in a diverse, professional and supportive environment

Your examples could cover:

Statement
I am open and approachable. I treat others fairly and respectfully. I preserve others' self-confidence and dignity, and show regard for their opinions.

I build rapport by listening to, discussing and negotiating with, and rewarding, encouraging, and motivating others.
--

I look to resolve confrontations and disagreements constructively. I focus on the situation, issues, or behaviours, rather than the people.

I celebrate workplace success and achievement. I support the good ideas of others.
--

I support the contributions and accomplishments of customers or colleagues.

I demonstrate a balance between building rapport and getting the work done.

What it's not

- It's not about creating a culture of blame towards colleagues and teams
- It's not about building barriers to prevent good customer service

Pride

Definition

I am proud of the role I play in making North West Leicestershire a happy, healthy and vibrant place to live and work

Your examples could cover:

Statement
I take pride in my work and produce a standard of work that ensures the best service is provided to my customers
I am proud to work for North West Leicestershire District Council and look to promote the area favorably.

What it's not

- It's not about producing work that is not the best it can be.

Growth

Definition

I work with others to continually improve

Your examples could cover:

Statement
I apply my own talents to work assignments, and work on the competencies needed in my current job.
I look for better ways to perform in my job.
I ask for, and use, feedback to improve performance. I seek and acquire new competencies, work methods, ideas, and information that will improve my own efficiency and effectiveness on the job.
I find and maximize opportunities for growth and development from multiple sources.
I see failure as an opportunity to learn from past results, and continues to learn and grow.

What it's not

- It's not about doing things the way they are always done if there are other options.

Excellence

Definition

I always work to be the best that I can be

Your examples could cover:

Statement
I set high goals and work doggedly to achieve them. I push myself and others to reach milestones.
I look for opportunities to help move a project along and volunteer to help others with projects or assignments.
I see when analysis and discussion have served their purpose and need to move to action.

I respond to setbacks with renewed and increased efforts; and I am persistent in the face of difficulty.

I willingly put in extra time and effort in crisis situations. I go the “extra mile” to ensure the goal is met.

What it's not

- It's not settling for ok when a push for better can be achieved.

In addition to discussing your examples and behaviours there is also an opportunity for you to talk to your manager about further support and guidance that is available to you. One of these options is to look at coaching or mentoring opportunities.

Coaching

The council has invested in training and developing a number of qualified in house coaches to help and support you on a range of issues.

Do you know the type of topic you can get coaching for? It doesn't have to be work related. A selection of topics are listed below.

- ✓ Confronting a difficult conversation
- ✓ Getting off to a great start in a new job
- ✓ Freeing up time to take on a new project
- ✓ Goal setting
- ✓ Moving forward in life
- ✓ Relationship transitions
- ✓ Career transitions
- ✓ Retirement transitions
- ✓ Wellness

This part of the Reflection process asks you to think about whether you would benefit from meeting one of our coaches.

The Future

This section is where you will discuss your aspirations and future with your line manager.

It may be that you would like to work towards developing your skills ready for a promotion, or that you would like to look at how to achieve a better worklife balance, whether permanent or temporary.

Having these conversations early on with your line manager gives you the opportunity to set the wheels in motion and your line manager the opportunity to plan.

Leadership

Whilst not all of us line manage other people, it is important that we have the same conversations about leadership behaviours with our leaders to ensure that there is a consistency and excellence in the way they lead their teams. Therefore, if you line manage others you need to complete this section as well.

If you are an aspiring leader, you may want to complete this and use it as a developmental discussion tool.

Definition

I lead and manage staff in a way that improves their ability to succeed in the job

Your examples could cover:

Statement
I align the right work with the right people; I delegate tasks according to people's strengths and interests.
I ensure staff have the skills and resources to get things done. I provide staff with coaching, training, and opportunities for growth to improve their skills.
I give staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. I hold timely discussions and performance reviews.
I let staff know what is expected of them and hold them accountable. I differentiate between high and low performance. I reward and recognise hard work and results. I address performance issues promptly and correct poor performance.
I work to create a strong team. I treat all staff fairly and consistently. I share accountability when delegating. I involve staff in setting their performance goals.
I balance guiding the others' actions with granting authority for decision-making within set limits. I provide direction when needed without micro-managing.

Other notes for managers:

Managers should note that discussions should take account of any documents relevant to the work of your employee. These could include:

- Team Plans
- Council Delivery Plan

Training and Development Competency Framework

This is a new document that outlines all the training and development that each employee needs to complete.

Some of the training is one off training – ie for a person new to the role.

Some are mandatory compliance training – ie safeguarding that need to be regularly updated for us to comply with requirement.

This document can also be used as a development tool.

This document should be discussed during the Reflection meeting and on an ongoing basis, training needs and outstanding learning should be included when the employee updates their objectives and training needs section on the ESS following the meeting.