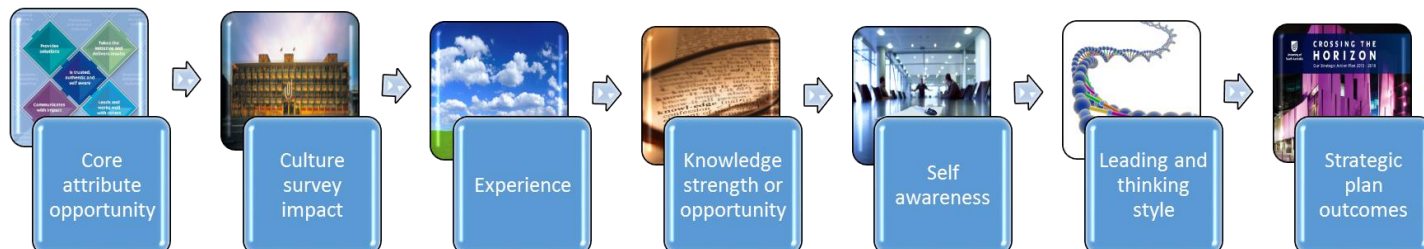


## Pro Forma 1 - Objectives and Development Plan

This pro forma is designed to reflect on performance elements prior to an initial coaching conversation with coach and/or supervisor. It is designed to be an interpretive view and trigger discussion points on your performance outcomes and broader objective settings.

Reflect on the below elements, they may form part of your coaching objectives, look at them from a personal developmental opportunity and/or influence opportunity within your function:



### Reflective questions

What 360° outcomes require further action? (i.e. development outcomes)

#### Achieve

What are the most important/critical business issues or imperatives that I need to focus on?

What are the most important goals or priorities to achieve in this role?

#### Value

What values and principles are important to me?

#### Develop

What is the most important thing to get better at for this role?

What opportunities arise from conversations with my direct supervisor?

What strengths can be better used?

#### Partner

What key partners are vital to the success of this role?

Are their opportunities to strengthen this partnership?

Culture survey elements for consideration:

Adaptability	Mission	Consistency	Adaptability
Creating Change	Strategic Direction and Intent	Core Values	Empowerment
Customer Focus	Goals and Objectives	Agreement	Team Orientation
Organisational Learning	Vision	Coordination and Integration	Capability Development

Describe my broad development goals from the reflection questions: PTO for core attribute reflection

This check-list reflects the [core attributes](#) of leaders and staff UniSA has identified as essential to its development as an enterprising workforce and culture.



- Strategic perspective: establishes focus and provides direction
  - Decisive; takes the initiative, willing to take hard decisions, tolerates ambiguity and uncertainty, confident to take opportunities and calculated risks, persistent
  - Leads and motivates change
  - Gets results; finds solutions and takes responsibility for accomplishing goals and achieving quality outcomes
  - Communicates with impact: listens first, then leads; shares information and involves others; is respectful of other points of view
- Supports people to continuously improve: manages performance that motivates people towards achieving the best results, mentors and encourages other to develop; recognises and utilises others' talents; delegates effectively
  - Handles difficult situations/people; resolves conflict
  - Negotiates persuasively; influences others appropriately to gain support and attain goals
  - Builds and maintains relationships - external and internal, at all levels
  - Fosters and models teamwork, cooperation and participatory decision-making
- Is adaptable and flexible: adjusts style as appropriate to the needs of the situation; always willing to try new approaches to gain an effective outcome
  - Uses own and others' time effectively; is timely and responsive
  - Exemplifies integrity and respect: consistently displays professionalism and confidence, builds a culture of civility, trust and respect for difference, acts in the University's best interest
  - Emotional resilience: self-aware and self-motivated, remains calm in a crisis; is able to bounce back from adversity; has courage to acknowledge and learn from mistakes
  - Encourages innovation and creativity, generates new ideas and solutions and challenges accepted thinking and norms, works with passion for achievement