






4. End of Year Conversations

Recognising Individual efforts and achievement is integral for performance and future development



 <p>Who is involved & time commitment</p> <ul style="list-style-type: none"> • Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation & follow up) • Individual: (2 hours: prep, conversation & follow up) • Faculty/Division (where relevant for Senior Staff Review) 	 <p>What you will need</p> <ul style="list-style-type: none"> • myCareer plan & PD • Commentary guide • Diversity guide • End of Year guide 	 <p>When it occurs</p> <ul style="list-style-type: none"> • By end of April: End of Year and Year Ahead Conversation (can be combined) • By end of January: for those on the Senior Staff Review / Bonus process
 <p>Action required</p> <ul style="list-style-type: none"> <input type="checkbox"/> You and your conversation leader to meet face to face for End of Year conversation. <input type="checkbox"/> Come prepared, ready to contribute to the discussion. <input type="checkbox"/> The intent of this conversation is primarily positive, to acknowledge progress and appreciate achievements. <input type="checkbox"/> If improvement is required, this will be discussed constructively and support / development needed will be noted. This can then be incorporated into the “Year Ahead” conversation. 		 <p>Support, guides, tools, templates available</p> <p>Essential myCareer Plan (Academic / Professional) Training & support for leaders</p> <p>Optional Diversity Guide Feedback guide (360 input) Giving and receiving feedback guide End of Year conversation guide</p>