

# Employee Guide to Developing Work Plans

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*Saskatchewan* 

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## Introduction

All in-scope employees of the Government of Saskatchewan are now expected to prepare a work plan.

The In-Scope Work Planning and Review program provides an opportunity for you and your supervisor to have important conversations about your work responsibilities.

Work Planning and Review is an important facet of your own personal career growth and development. Use this program to take charge of your career, and discuss with your supervisor opportunities for potential growth or skills development.

## Why do we need In-Scope Work Planning?

- Well-performing organizations have some form of work planning and review for all employees.
- Leaders need/want improved methods of setting objectives and tracking performance.
- Other stakeholders have asked for a consistent planning program.
- It is connected to our Commitment to Excellence ([See Commitment](#): p. 25 in APPENDIX)
- It is connected to Public Service Renewal

## What is Work Planning?

- The process of setting your own achievable work and learning objectives that align with Government, Ministry's, and work unit's objectives.
- Opportunity to provide information to employees about how their work fits into the work of Government;
- Allows opportunities for employees to provide feedback; and
- Provides a formal method for managers to say thanks.

## What are its benefits?

- Provides you with the answer to several questions:
  - What is expected of you?
  - How are you expected to do it?
  - How are you doing?
- Assists in setting and prioritizing projects/objectives
- Provides a basis for you to discuss progress and address barriers
- Provides you with the opportunity for understanding of organizational direction.

## How does it work?

- [There are three phases in this process which are described later in the guide.](#)
  - Initial planning is done through conversation with direct supervisors.
    - Work Plan is created
  - Conversations occur throughout the year, with the expectation of a mid-year check-in to provide an opportunity to realign/ adjust work if necessary.
  - Year-end discussion to review progress and achievement of objectives and prepare for the next year's planning process

## What's in a work plan?

- Work objectives, competency requirements and learning and development objectives created by you and your supervisor to help you and the organization identify how your work will get done.
- It also allows you to identify your strengths and areas for development.

## The Guide

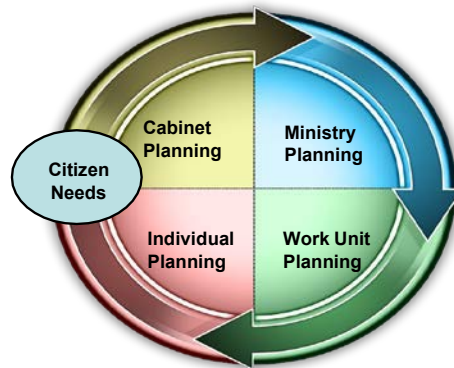
The purpose of this guide is to support your creation of a work plan that aligns your work and development with the Government of Saskatchewan. This involves clarifying:

- Your [work objectives](#),
- Your [competency objectives](#), and
- Your [learning and development objectives](#).

You and your supervisor will need to work together, through planning conversations, to ensure your work plan is appropriate, realistic, focused and supports the goals and priorities of your unit, branch and ministry.

Work planning is part of a strategic approach that involves numerous systems and interactions at all levels within an organization to ensure alignment with overall goals and direction. The work planning process is not only about the relationship between you and your supervisor; it is part of the government's overall planning process.

## Alignment to Government Direction



- The planning process starts with the overall vision of government, which is supported by ministry plans.
- Division and branch plans are based on the ministry plans, and your work plan must align with branch priorities.
- Work plans ensure that you and your fellow colleagues contribute towards meeting the needs of Saskatchewan citizens.
- Additional needs or newly identified needs by the citizens are then addressed in the next planning cycle.

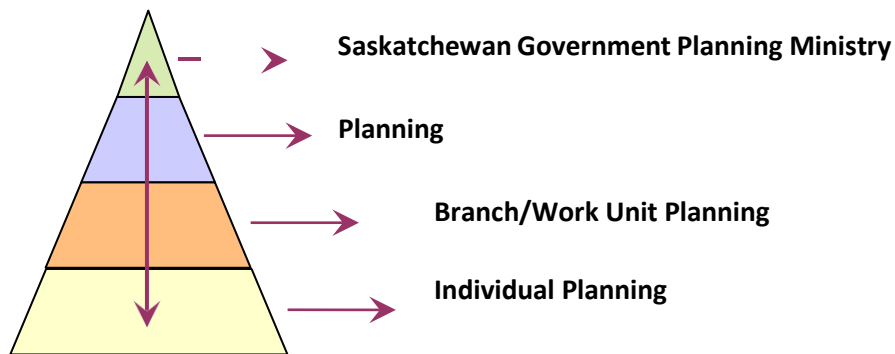
## What is a Work Plan?

A work plan describes the current areas of focus and priorities of your role and will help your branch, division and ministry in meeting established goals. The work plan template is included in this guide on [page 26](#).

You and your supervisor will meet to create your Work Plan. These conversations are meant to:

- Help you develop your work plan by:
  - Identifying work objectives to ensure your contributions will benefit the ministry.
  - Identifying solutions to challenges you've encountered or anticipated, and recognize your progress and achievements.
  - Allowing your supervisor to ensure that all learning and development identified in your work plan is consistent with branch, division and ministry goals and priorities.

### Cascading Objectives



Your Work Plan will require you to identify three types of objectives:

- Work
- Competencies
- Learning and Development



The success of a work plan includes frequent conversation.

- Your work plan should be a living document; for instance sometimes the priorities of your work area will change, and so will your objectives.
- You will need to be prepared and open to [receiving and giving feedback](#).

## Developing Your Work Plan

With your supervisor, you will need to have a planning conversation to begin creating your work plan.

- To support this process, more information regarding the various objectives is included in the guide
- You will also want to access the tools in the guide that are found in the [APPENDIX](#).
- Finally, you should be prepared to discuss your job duties.
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## What are Work Objectives?

Work objectives are the “what” of your job.

- While you always perform many duties, there are certain ones that have more emphasis and importance because of their direct connection to the goals and priorities of your unit, branch, ministry and the government.
- Objectives are the desired result expected at the end of a specific period.
- Objectives answer: “what needs to get done by when, to what standard?”
- Through conversation with your supervisor, you will choose your work objectives that are most important to these goals and priorities.
- While there are many objectives, you should focus on 3 – 6 key areas

## Why are Work Objectives Important?

- A. Ensure clear understanding of expectations
- B. Align work actions with business strategies
- C. Provide a basis for prioritizing projects/objectives

Understanding your ministry’s vision, goals and priorities so that you can connect your work plan to the needs of the organization is the first step. Your supervisor can provide you with this information.

**Consider the following questions as you develop your work objectives:**

- What are the main areas of my work responsibilities and what results am I accountable for in these areas?
- Do I anticipate any significant changes in any of these activities during the next year or so?
- In what areas do I think I could make a significantly greater contribution to team/ministry results?



- Do I have ideas regarding procedure/process improvements that would make the ministry/work unit/my role run more efficiently and effectively?
- What is the direction of government?
- What are the goals of your ministry?
- What are the goals and priorities of your branch?
- What are your unit's priorities?
- How are your role and your job duties connected to achieving these goals?
- What changes are occurring in government and my ministry, and how will that affect your work?
- Your work objectives should reflect the direction of your ministry/branch/unit.

## What are Great Work Objectives?

Great work objectives use SMART criteria when forming your work objectives. (See APPENDIX, [Page 30](#))

1. Your objectives need to be:
  - **Specific** – Spell out what results you want to achieve
  - **Meaningful** – What does success look like? What results are you trying to achieve?
  - **Achievable** – Realistic can be achieved but offer a challenge to the employee.
  - **Relevant** – Does it align with Ministry and Work Unit objectives?
  - **Time-bound** – Has a timeframe set, key milestones, dates or times of year.
2. They allow you to focus on areas that impact your work in a balanced way
3. They are aligned at all levels, increasing coordination and success

### Examples:

Work Objectives	Results Expected
<ul style="list-style-type: none"><li>• Research, monitor, analyze and provide information to ministry management on [insert ministry specific info] policy issues that will inform and facilitate decision making.</li></ul>	<ul style="list-style-type: none"><li>✓ Research complete by July 31</li><li>✓ Report on [insert ministry specific info] presented to Ministry management by August 15</li><li>✓ Management makes decision based on research by September 30.</li></ul>
<ul style="list-style-type: none"><li>• Prepare briefing materials for the use of the Deputy Minister and Minister that provides well-reasoned, thorough and comprehensive analysis to formulate options and recommendations.</li></ul>	<ul style="list-style-type: none"><li>✓ Briefing materials are completed in a timely manner</li><li>✓ Briefing materials are accurate</li><li>✓ Deputy Minister/Minister use materials with successful outcomes.</li></ul>

## What are Objective Outcomes/Results

### Outcomes/Results:

A. Should answer the question:

*“How do you define progress as you work towards meeting your work objectives?”*

B. Determine what you would see that would let you know you are achieving your goals

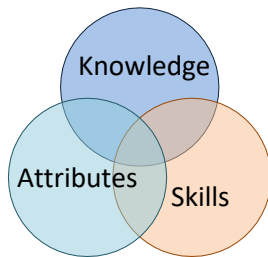
### Types of Outcomes

- Qualitative: How well something is done (example: Zero errors in billing statements)
- Conditions: What conditions would be met (example: Filing backlog to be completed within 30 days ...)
- Quantitative: How much is accomplished (example: To catch up on filing backlog admin staff must file 50 pieces of filing a day.
- Cost-based: How much it costs (example: Cost not to exceed \$25.00 per person.)

## What are Competency Objectives?

Competencies objectives are the “how” of your job.

- A competency is a cluster of related knowledge, skills and attributes that contribute to successful job performance.
- Competencies are typically expressed in terms of visible on-the-job behaviours.
- Competencies are what you need in order to fulfill your work objectives.



**Examples:**

- **Knowledge** – might be baseline information you have gained either from formal education or life experience. (Such as: knowledge of budget preparation, expenditures and fiscal forecasting process and procedures)
- **Skills** – are demonstrated abilities one has developed that are measurable and transferable to different situations. (Such as: oral communication skills – ability to respond accurately and clearly to inquires from clients and general public)
- **Personal Attributes** – are those underlying qualities of character - like attitudes, habits, traits- that contribute to on the job performance. (Such as: accurate, approachable, and attentive to detail, calm, cooperative initiative; self-motivated; client-centered.)

Competencies are the personal attributes, skills and knowledge that are critical to being an effective and successful performer in a given job: Competencies help you achieve your work objectives.

There are two types of competencies: behavioural and technical:

- ☐ **Behavioural competencies** – describe what kinds of behaviours you need to demonstrate to be successful in accomplishing your work.
- ☐ **Technical competencies** – describe the knowledge, skill or expertise you need, to be capable of performing specific work.

In the work planning process, the main focus for setting competency objectives is **behavioural** competencies.

In the APPENDIX there are some Sample Behavioural Competencies for your reference. [\(Page 35\)](#)

In addition to behavioural competencies, you may find the identification of **technical** competencies useful for your particular circumstance.

- Due to the more job-specific nature of technical competencies, there is not a generic list of technical competencies.
- Some examples of technical competencies include: project management expertise; advanced word processing skills, including proof reading and grammar; and a comprehensive knowledge of early childhood and child care theory and practice.
- A list of in-scope competencies for many positions can be found [Taskroom](#).
- When you review the list of competencies for your position, think about which ones are most important to being successful in your job and achieving your work objectives.
- (Note: Not all jobs have their competencies listed. As well, the competencies listed are primarily technical.)

Example:

Competency and related expectations	Behaviours & actions – how it has been achieved.
<p>Conceptual Thinking</p> <ul style="list-style-type: none"><li>• Demonstrates an ability to understand a situation or problem by identifying patterns or connections and addressing key underlying issues.</li><li>• Demonstrates the ability to organize the parts of an issue or situation in a systematic way, making complex ideas or situations clear, simple and understandable.</li></ul>	<ul style="list-style-type: none"><li>• Used Lean mapping to design new _____ process. (using Lean as a planning tool in a new way)</li><li>• Initiated training sessions to introduce new scheduling 6 months before launching. (anticipating consequences)</li></ul>

## How do I Identify Competency Objectives?

When writing competency objectives, consider:

- Your work objectives:
  - What aspects of your job present the most challenge at the present?
  - Which competencies would be the most critical to helping you achieve these work objectives?
- In what ways can you:
  - Meet these challenges you've identified?
  - Demonstrate the specified competencies in your role?
  - Make a greater contribution to your work unit/ministry performance?



Identify one competency specific to your previously created work objective. Identify the behaviours and actions you will demonstrate to show you have achieved it.

(Refer to pages 12 and 13 as you do this)

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## What are Learning and Development Objectives?

- Detailed activities that assist you in achieving your identified goals
- Recording and documenting progress on learning and development objectives is an effective

means towards intentional growth

- A “learning objective” is a general statement that clearly identifies what you want to accomplish based on your learning needs. Once you have identified your learning goals, you will need to select appropriate development activities to accomplish the learning,

## How Do I Get Started on Learning and Development Objectives?

Learning and Development objectives are for the purpose of your professional development to:

- Address any competency gaps for your current job (as per competency objectives or work objectives previously identified)
- Enhance knowledge, skills, and abilities to be even better at your job; and/or
- Build knowledge, skills and abilities for future roles and capacity.

Example:

Objectives	What activities will be undertaken to move towards this growth objective?
Improve interpersonal communication skills	<ul style="list-style-type: none"><li>• Participate in Toastmasters that is hosted within my ministry</li><li>• Seek feedback from colleagues after sharing an important message to ensure understanding</li></ul>
Improve Project Management Skills	<ul style="list-style-type: none"><li>• Research project management techniques online or in a book</li><li>• Ask someone (ex: supervisor) to mentor me through a project to support my development of this skill</li><li>• Attend a session on project management</li></ul>

## What do I Consider When Writing Learning and Development Objectives?

Consider the following questions as you develop your learning goals and determine development activities:

- What skills do I need to achieve my work and competency objectives?
- How can I develop these skills?
- What information and knowledge do I need?
- What help, assistance, or collaboration do I need?
- What resources do I need?

Remember, both informal and formal learning activities can be included in your work plan.

Informal learning activities may include:	Formal learning activities may include:
<ul style="list-style-type: none"> <li>• On-the-job activities,</li> <li>• Special projects/assignments,</li> <li>• Participating on working committees,</li> <li>• Mentoring,</li> <li>• Coaching,</li> <li>• Networking and reading.</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops,</li> <li>• Courses,</li> <li>• E-learning. and</li> <li>• Webinars</li> </ul>

## What are Learning Styles?

Not everyone learns in the same way. It is important to consider your own learning style preferences before you select the learning opportunities that will work best for you.

However, you are encouraged to incorporate a combination of more than one learning style into your plan. Learning styles are simply different approaches or ways of learning.

For example:

Learning Style: Visual (learn through seeing)	Learning Style: Auditory (learn through listening)	Learning Style: Kinaesthetic (learn through doing)
<ul style="list-style-type: none"> <li>✓ watch videos</li> <li>✓ read books that include diagrams and pictures</li> <li>✓ attend workshops/</li> </ul>	<ul style="list-style-type: none"> <li>✓ attend lectures, conferences, seminars and briefing sessions</li> <li>✓ have discussions with others</li> </ul>	<ul style="list-style-type: none"> <li>✓ seek out opportunities for hands-on experience, secondment, or on-the-job training</li> </ul>
<ul style="list-style-type: none"> <li>✓ training courses with multi-media and hand outs</li> </ul>	<ul style="list-style-type: none"> <li>✓ seek feedback and guidance from a coach or mentor</li> </ul>	<ul style="list-style-type: none"> <li>✓ model desired behaviours</li> <li>✓ lead or participate on projects, teams, committees</li> </ul>

You are expected to take responsibility for your learning and development. When resources are restricted it may require you and your supervisor to discuss creative ways for accomplishing the learning and development objective within those restrictions.



Identify a learning and development objective specific to your previously created work objective and competency. Identify the activities you would undertake and how you will know you have made progress. (Refer to pages 15 and 16 as you do this)

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## What is your Role?

You participate in the process by:

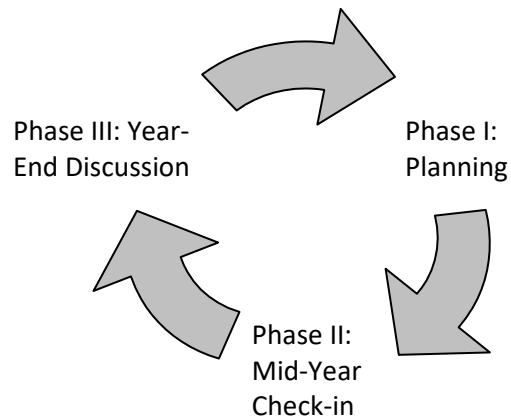
- Take an active role in developing your work plan.
- Understand organizational direction.
- Understand how your role contributes to the work unit and Ministry.
- Work with your supervisor to set objectives.
- Prepare draft plan.
- Take personal ownership to ensure progress, conduct continual self-assessment, proactively provide and seek input
- Identify obstacles, recommend solutions and support implementation
- Monitor your progress and gather feedback from your supervisor to help determine progress in achieving your objectives.
- Formalize your learning objectives based on your learning needs for your current role, and discuss the appropriate development activities with your supervisor.
- Take ownership of your individual career aspirations.

## What is your Supervisor's Role?

Your supervisor's role is to:

- Clarify and communicate organizational direction and goals.
- Encourage work and learning planning as a way for you to understand the Ministry, the work unit, and your role within it Work with you to ensure your work plan is in alignment with organizational goals.
- Continually update you on the priorities of government, your respective ministry and how your work contributes.
- Coordinate individual plans to support the work unit and Ministry
- Support you in understanding how to set objectives and develop your own targets.
- Provide regular feedback, advice and coaching, including mid-year check-in & year- end discussion
- Work out solutions to obstacles and resource issues.
- Have ongoing discussions to support your progress towards meeting the objectives in your work plan.

## What are the Phases of Work Planning and Review?



The timing of each phase will be determined by your ministry.

## What is the Planning Phase?

### Phase I: Planning:

#### Prepare

1. In the preparation stage you and your supervisor need to discuss what the Ministry/Work Unit plans are and how your work plan can support these. (This may be done individually or in a group setting)

#### Identify work objectives and progress

2. Your work plan process includes setting three types of objectives:
  - a. Work objectives,
  - b. Competency objectives (behavioral and technical) related to the assigned work, and
  - c. Learning and development objectives personal growth and development. We will talk about each of them in further detail.

#### Draft Plan

3. Based on your discussions with your supervisor, you will draft the work plan and submit it to your supervisor for approval.

#### Assess Your Plan

4. Your plan should identify how you will assess whether or not you have accomplished each goal, objective, and competency as planned.

For example:

- a. Self-assessment.
- b. Recording your achievements in a journal or logbook.
- c. Getting feedback from supervisors, co-workers, or peers.

#### Discuss the Plan

5. Meet your supervisor to discuss your plan.



## What are Planning Outcomes?

- Clearer understanding of your current and future job requirements
- Understanding how your individual objectives will support the Ministry/Branch plans
- Clear expectations of what is required from your work, competency, and learning objectives.
- A work plan that will support your growth and learning over the year

## Phase II: Mid-Year Check-In

Mid-Year Check-Ins are a part of the Work Planning and Review Phases. Discussions around your work plans can be going on all year, but this is a specific time for your supervisor and you to connect to determine how things are going and what may need to be revised.

### The Process:

1. Review your work plan before meeting with your supervisor
2. Meet with your supervisor to discuss the plan and your progress
3. Update the Work Plan as needed
4. Phase includes:
  - a. Regular Dialogue (Can be more than mid-year)
  - b. Evaluate Progress
  - c. Realign and ensure rationale
  - d. Problem Solve

## How do I Prepare for the Mid-Year Check-in?

**To prepare for your mid-year check-in with your supervisor, consider the following questions as you assess your progress and accomplishments in meeting your objectives:**

- What do you consider some of your important accomplishments over the first half of the planning cycle?
- What are some of the knowledge, skills and behaviours that you think were most important to your success?
- How do you think your strengths/competencies (knowledge, skills and abilities) have been used so far to support ministry goals?
- Have any priorities changed within the ministry/branch/unit that may also cause you to need to change your own objectives?

## What are Mid-Year Check-In Outcomes?

- Regular open and honest dialogue
- Shared understanding of how changes impact achievement of objectives
- Realigned plan to ensure goals and expectations are progressing
- Commitment from supervisor to provide support where required

## Phase III: Year-End Discussion

The purpose of the year-end discussion is to provide the supervisor and employee an opportunity to:

- Have open and honest dialogue to discuss what has been achieved.
- Discuss accomplishments of your objectives.
- Identify what may need to be carried over to next year's work plan and what will not be carried over.
- Identify areas for development for the next planning cycle.
- Begin initial discussions about your work plan for the coming year.

## What is Discussed at Year-End?

**The Year-End Discussion will include:**

1. Meet with your supervisor to review progress and achievement of objectives
2. Receive and share feedback.
3. Note areas of success
4. Note areas for continued development

## How do You Prepare for the Year-End Discussion?

**To prepare for a discussion with your supervisor, consider the following questions as you assess your progress and accomplishments in meeting your objectives:**

- What do you consider some of your important accomplishments over the planning cycle?
- What are some of the knowledge, skills and behaviours that you think were most important to your success?
- How do you think your strengths/competencies (knowledge, skills and abilities) were used to support ministry goals?
- Consider your own interests and the goals of your ministry. What are some of the competencies (knowledge, skills and abilities) that you think are important to develop for the next work planning cycle?

- What goals should you continue working on? What new goals should you include in your next work plan?
- What skills and knowledge do you have that you feel are important to share with your co-workers? How do you see this happening? (e.g., coaching/mentoring/ committee work/projects/ etc.)

## **What are Year-End Discussion Outcomes?**

- Summary of the progress during the year – initial discussions about expectations for the next planning cycle
- Structured opportunity to give and receive feedback
- Recognition of contribution and identification of areas to strengthen

# APPENDIX



## **The Saskatchewan Public Service Vision:**

***The Best Public Service in Canada***

## **Our Commitment to Excellence**

Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources and promote engagement and leadership at all levels.

### ***Our Core Values***

***Respect and Integrity Serving  
Citizens Excellence & Innovation  
One team***

## SMART Objectives

It is important that the work objectives and results expected be stated in the most effective possible form. The SMART model, outlined below, is helpful in developing the content for Work, Competency or Learning and Development Objectives.

The first step is to sort out the difference between objectives and aims, goals and/or targets before you start. Aims and goals etc relate to your aspirations; objectives are your battle- plan. Set as many objectives as you need for success.

SMART stands for:

**S** **Specific:** Work objectives are for the purpose of identifying the specific results for which the individual employee is accountable. Specific, in this case, does not mean detailed. Rather, objectives need to be clear and concise, as opposed to generalized or ambiguous. Whether a job assignment is operational or strategic in nature, objectives need to be directed towards the achievement of the goals of the organization.

**M** **Meaningful:** How do you define progress as you work towards meeting your objectives? Your achievements should be observable, such that they can be assessed as evidence of reaching the objective. The outcome and how it is achieved would be described in the Achievements and Progress section of the work plan. Four types of outcomes to consider when writing a work objective statement:

- Qualitative - how well the result is produced/performed to what standard
- Quantitative - how much/many of the results are produced or performed
- Cost-Based - at what expense the result is produced/performed
- Conditions - what conditions, restrictions or limitations must be met or respected in the achievement of the objective

Outcomes can be stated as rates (*90% accuracy*), ranges (*+/- 50%*), or absolute quantities (*5 projects*). They can also be stated to reflect specific requirements; for example, "*to meet written specifications*", "*according to project guidelines*", "*within the identified budget*".

**A** **Achievable:** Objectives should "stretch" the employee's performance, but must be achievable by the individual employee. Limitations of achieving the objective need to be assessed beforehand. It is important that the manager discuss the employee's perception of control over the outcomes or timelines expected. Consider the employee's authority, requirement to influence others and resources needed to achieve the desired result.

**R** **Relevant:** Objectives are to align with the ministry's goals and plans. Work objectives are of greater value to the organization when directly aligned to ministry/work unit goals and plans, otherwise their value is diminished. All employees should be aware of the organizational planning documents.

**Realistic:** Objectives must also be realistic about the human resources, time, money and opportunity required. The objective must be of sufficient priority to garner the needed resources. Often another objective needs to be completed beforehand. If this is the case, set multiple objectives in priority order.

**T** **Time-Bound:** Each objective should have a specific time frame or deadline for accomplishing the objective and/or key progress points. Timeframes can be specific dates (*August 14*), times of the year (*by the end of June*), tied to significant events (*before the launch of project XYZ*), or ongoing

(daily, weekly).

Don't necessarily try to use the SMART order, often the best way to write objectives is: M-A/R-S-T.

One strategy to writing quality objectives is to use action verbs, as they are much easier to measure.

Examples include

to achieve	to ensure	to lead	to recruit
to administer to	to establish	to maintain	to register
allocate	to evaluate	to manage	to repair
to analyze to	to examine	to model	to report
assess to assist	to expand	to modify	to research
to build to	to explore	to monitor	to review
clarify	to facilitate	to negotiate	to revise
to collaborate to	to finalize	to notify	to schedule
communicate to	to generate	to obtain	to secure
complete	to guide	to operate	to select
to conduct to	to identify	to organize	to strengthen
confirm to	to implement to	to oversee	to submit
define to deliver	improve	to participate	to supervise
to design	to incorporate to	to plan	to support
to determine to	increase	to prepare	to track
develop to direct	to initiate to	to present	to train
to distribute to	inspect to integrate	to prevent	to update
draft	to interpret	to produce	to utilize
to encourage	to introduce	to promote	to validate
to enforce	to investigate	to provide	to verify
to enhance	to launch	to record	

**You will know an objective is specific enough if:**

- Everyone involved can understand it
- Your objective is free from jargon
- You've defined all your terms

## Work Objectives “Thought Jogger”

<i>When I think about being successful at work, I should look for opportunities to....</i>	
Do more of the kinds of activities that meet my work goals and objectives, like...	Continue to perform activities that are of benefit to me, my employer and my co-workers/staff like...
Do less of the activities that waste time or are unproductive use of my time, like...	Learn about new ways of doing things or changes that have occurred like ...
Start doing more activities that make better use of my time, like ...	Be willing to accept greater responsibility for tasks and projects that help me grow and develop, like...
Stop doing activities that are not productive or waste my time, like ...	What other work related things can I start doing that would make my job easier or help me develop new skills or abilities...



**WORK OBJECTIVES**

Potential Role	Work Objectives Lead to ...	Examples of Work Objective
<b>Supervisory</b>	<ul style="list-style-type: none"> <li>• Effective functioning of individual, unit or branch</li> <li>• Fulfillment of unit or team objectives</li> <li>• Contribution to branch priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direction and support to ensure that direct reports achieve planned outcomes and results.</li> <li>• Participate as a contributing member of the branch supervisory team.</li> <li>• Ensure that work projects contribute to unit objectives.</li> </ul>
<b>Project-based</b>	<ul style="list-style-type: none"> <li>• Project deliverables</li> <li>• Project parameters (time, cost, etc.)</li> <li>• Collaboration/teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Implement inventory management system, within established budget and timeframes, by October 1, 20xx.</li> <li>• Lead the development of a sector integration strategy with stakeholder buy-in, by December 1, 20xx.1</li> <li>• <u>Complete a review of the xxx program by June 1, 20xx.</u></li> </ul>
<b>Client Driven</b> (e.g., consulting, situation response, casework)	<ul style="list-style-type: none"> <li>• Achievement of Client Satisfaction</li> <li>• Policy/program standards</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver xx consulting services to achieve outcomes as agreed with clients.</li> <li>• Address emergent situations as required to ensure the safety and security of people and premises at xx.</li> <li>• Support ministry planning processes as required.</li> <li>• Provide information to support executive team decision making as requested.</li> <li>• Manage designated caseload to ensure the safety and wellbeing of families.</li> </ul>
<b>Task-based</b> (e.g., processing, situation maintenance)	<ul style="list-style-type: none"> <li>• Quantity of output</li> <li>• Quality of output</li> <li>• Timeliness of response/completion</li> <li>• Program/process standards</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver 6 financial administration training courses by March 31, 20xx.</li> <li>• Complete 15 program audits by March 31, 20xx.</li> <li>• Process 200 funding requests, with a first-pass-yield rate of 98%, by March 31, 20xx.</li> <li>• Deliver accurate balance reports to all clients within 5 days of month-end.</li> <li>• Complete scheduled duties (<i>may be listed</i>) to maintain an orderly and secure operating environment at xx.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Service standards</li> <li>• Satisfaction of needs</li> <li>• Service enhancement</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support to xx according to established service standards (<i>may be listed</i>).</li> <li>• Ensure enquiries are referred to appropriate managers within 2 hours.</li> <li>• Ensure timely agendas, minutes and logistical support to monthly management meetings.</li> <li>• Re-organize the file storage to provide efficient access to records by April 30, 20xx.</li> </ul>

**LEARNING and DEVELOPMENT OBJECTIVES**

Career Path	Things to Consider	Examples of Learning and Development Objectives
<b>Current Role</b>	<ul style="list-style-type: none"> <li>• What challenges me in my role?</li> <li>• What changes may occur next year? And</li> <li>• What would prepare me for the changes?</li> <li>• Do I need to develop my:               <ul style="list-style-type: none"> <li>- Technical Skills</li> <li>- Behavioural Skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Develop tolerance by attending a Crucial Conversations Workshop and volunteering to work Bingos with the Ringette Club.</li> <li>• Improve my writing skills by completing the <i>Essential Skills Workbook</i> from the library.</li> <li>• Provide better customer service by practicing Active Listening.</li> </ul>
<b>Career Goals</b>	<ul style="list-style-type: none"> <li>• Where do I want to be in 3 years? 5 years? 10 years?</li> <li>• What skills or abilities will I need?</li> <li>• Should I join a professional association?</li> </ul>	<ul style="list-style-type: none"> <li>• Research the qualifications for the Association of Administrative Assistants.</li> <li>• Register with <i>LinkedIn</i> and develop an on-line network.</li> <li>• Interview a team leader about needed qualifications.</li> </ul>
<b>Options for Learning</b>	<ul style="list-style-type: none"> <li>• Who could provide coaching?</li> <li>• Could I <i>Buddy</i> with a new employee?</li> <li>• What volunteer or leisure activities could help?</li> <li>• Could I join a committee?</li> <li>• Would I accept a term position?</li> <li>• What reading materials would benefit?</li> <li>• What self-assessments are available?</li> <li>• What community learning activities are available?</li> <li>• Could my employer help with time? Costs? Workload?</li> </ul>	<ul style="list-style-type: none"> <li>• Check the <i>Competency Development Guide</i> for books and reflection tips.</li> <li>• Borrow and read <i>Please Understand Me</i> from the library.</li> <li>• Check the Career Centre for potential term assignments</li> <li>• Ask my supervisor if I:               <ul style="list-style-type: none"> <li>- may <i>Buddy</i> with the next new employee</li> <li>- can sit on the _____ Committee</li> <li>- qualify for a TAHD</li> </ul> </li> </ul>

## Sample Behavioural Competencies

### Conceptual Thinking

Understands a situation or problem by identifying patterns or connections and addressing key underlying issues. Conceptual thinking includes organizing the parts of an issue or situation in a systematic way, making complex ideas or situations clear, simple and understandable. Assembles ideas, issues and observations into clear and useful explanations and solutions.

### Innovative Thinking

Takes an innovative approach to problem solving by generating varied solutions to problems. Is innovative and creative when generating solutions, and willing to go beyond the conventional when trying out different solutions. Tends to be seen as original and value-added in brainstorming sessions.

### Strategic Orientation

Understands how the organization interacts with the external world. Analyzes how changes might impact communities and the ministry and calculates the necessary adjustments that will be required to achieve desirable outcomes. Demonstrates an understanding of the capabilities, nature and potential of the ministry.

### Change Leadership

Energizes and alerts others to the need for specific changes in the way things are done. Involves taking responsibility to support or lead the change effort through building and maintaining support and commitment. Challenges the status quo by comparing it to an ideal state or a vision of change; creates a sense of urgency.

### Holding People Accountable

Gives appropriate direction. Makes needs and requirements clear to achieve expectations. Acts to ensure others perform in accordance with expectations and goals. Reviews performance against expectations. Provides feedback and coaches employees about their performance.

### Team Leadership

Mobilizes people to work toward a shared purpose in the best interests of the ministry and the people it serves. Includes the ability to effectively guide a group through an appropriate process to help them achieve a desired outcome. Shares responsibility with individuals and groups so that they have a deep sense of commitment and ownership. The "team" here should be understood broadly as any group in which the person takes on a leadership role, formally or informally.

### Impact and Influence

Persuades others through oral and/or written presentations by appealing to reason using data or concrete examples. Customizes and adapts a presentation or discussion that appeals to the specific interest and level of the audience. Anticipates and prepares for the reactions of others. Uses experts or third parties to influence others.

### Listening, Understanding and Responding

Demonstrates openness and receptivity to new information. Is willing to listen when approached by others and is willing and able to see things from another person's perspective. Is able to demonstrate an understanding of other people's concerns. Listens and responds to people's concerns by altering own behaviour in a helpful manner. Is genuinely sensitive to non-verbal cues, feelings and emotions. Responds with sensitivity and directness.

## Networking

Establishes, maintains and uses a broad network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. Includes identifying who to involve, and when and how to involve them, in order to accomplish objectives and minimize obstacles.

## Teamwork

Works co-operatively with others, working together as opposed to working separately or competitively. Regards team members in a positive light and willingly participates in a team setting. Keeps team members informed and up-to-date about all relevant or useful information, even if not directly required to do so. Solicits ideas and opinions to help form specific decisions or plans. Values others' input and expertise and is willing to learn from others.

## Results Orientation

Works to achieve desired policy and program outcomes. Develops challenging performance expectations ensuring the right mix of activities and resources. Includes setting goals and priorities that maximize the use of resources available to consistently deliver results against government direction, ministerial objectives and public expectations.

## Commitment to Learning

Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others.

## Client Service Orientation

Demonstrates a desire to identify and serve client needs. Takes personal responsibility for correcting client service problems. Makes self fully available, especially when the client is going through a difficult period. Serves the public interest through focusing individual effort on meeting key public needs through development and implementation of sound program policy, programs and services.

## Concern for Political Impact

Identifies and understands the implications of key issues or decisions in light of the potential impact on public interests/concerns. Weighs stakeholder needs against public interest and works to reconcile needs of multiple stakeholders. Conducts risk assessment to maximize results, with the best interest of the public in mind.

## Flexibility

Adapts to and works effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own ministry or job requirements.

## Organizational Awareness

Acts with an understanding of the ministry and government processes such as legislation development, policy development, planning, budgeting and decision-making. Includes taking action to make changes in order to resolve identified issues or problems.

## Planning

Ability to set goals and objectives and develop the steps to achieve them. Ability to balance priorities and design programs/projects to achieve desired outcomes. Identifies the most appropriate measures for assessing program/project achievements, emphasizing outcomes; makes adjustments to plans and resource allocation as

needed to stay on track.

## Initiative

Proactively doing things and not simply thinking about future actions. Grasps opportunities or identifies potential problems and takes the initiative to follow through rather than wait for problems to arise. Anticipates longer-term situations and takes appropriate action to address them. Organizes resources and activities to deal with problems or opportunities.

## Sensitivity to Diversity

Creates an environment that recognizes, supports, respects and welcomes diversity of employees and clients. Recognizes and values cultural differences when considering client needs. Works toward common goals and objectives while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination. Works toward the development of a representative workforce in the public service.

## Tips for Receiving Feedback

Requesting and receiving feedback throughout the year helps you and your manager to evaluate progress towards achieving your objectives. Ongoing dialogue between the employee and manager/supervisor will eliminate surprises, ensure problems are addressed, and create opportunity for objectives to be realigned as needed during the year.

To maximize the opportunity for good discussion and build on the feedback you receive, be sure to consider the following steps:

- 1. Be open to feedback.**
- 2. Try to control your defensiveness.**
- 3. Listen to understand.**
- 4. Ask questions to clarify.**
- 5. Assess your own performance.**
- 6. Evaluate feedback before responding.**

### 1. Be open to feedback.

Get in the habit of asking for feedback regularly. We are often unable to see ourselves as others do and therefore another perspective on our actions and behaviours can help us identify both strengths and areas for improvement. Your openness to feedback is obvious through your body language, facial expressions, and welcoming manner.

### 2. Try to control your defensiveness.

It is hard to accept negative feedback; but it is also hard to give it. Don't argue with the person giving the feedback. You may not agree with what they say, and that's ok. Justifying your position or denying actions may make the conversation more difficult for both of you than it needs to be. Defensiveness may discourage future feedback.

### 3. Listen to understand.

Set aside your fear, worry and anger and try to listen closely to what is actually being said. Use body language and facial expressions that encourage the other person to talk. Summarize what you have heard. Your feedback

provider will appreciate that you are really hearing what they are saying. Even feedback that is delivered in a less than ideal way will likely contain information that is useful.

#### 4. Ask questions to clarify.

Actively listen and ask questions to clarify. Be sure you understand the feedback you are receiving. If you have questions, now is the time to ask them. It's often helpful to ask for specific examples that illustrate the feedback.

#### 5. Assess your own performance.

Take time to reflect honestly on the job you've done. Interpret the feedback you have received. Ask other sources for their feedback. High performing individuals are very self-aware. Identify the behaviors you demonstrate and identify those you may want to change.

#### 6. Evaluate feedback before responding.

If you disagree with the feedback you received, wait. Take some time to consider the feedback from their perspective. When your emotions are under control, reopen the discussion. There may be information you didn't hear or there may be a misunderstanding that needs to be clarified.

When you do respond, focus on working toward learning points and an action plan (as appropriate).

## Frequently Asked Questions

### Question #1: What are the benefits of Work Plans for in-scope employees?

- a. Work planning clarifies the current areas of focus and priorities in your job. Benefits also include:
  - i. Having a clearer understanding about ministry and branch direction and increasing your understanding of your contribution to both;
  - ii. Ensuring there is a shared understanding between you and your supervisor regarding current work expectations;
  - iii. Supporting meaningful conversations with your supervisor, including opportunities for feedback on your work; and
  - iv. Tracking and managing your own career development.

### Question #2: Why is this process being introduced formally?

- A. Successful implementation of a single method of work planning means all employees will be treated consistently, regardless of where they work in the public service.

### Question #3: What contributes to successful work planning?

- A. *For Employees:*
  - Review and reference the following tools: your job description and competencies; In-Scope Employee's Guide – Developing Work Plans; Tips for Creating Objectives; and Work Planning Thought Jogger.
  - Take initiative to learn as much as you can about the strategic direction of your work unit, branch, and ministry.
  - Work with your supervisor to develop your objectives.
  - Use your work plan, once it has been developed, to assess your progress and ensure your plan is kept updated.
- B. *For Supervisors:*
  - Review and reference the Supervisor's Guide for Planning, Development and Review Conversations
  - Clarify the organizational direction and priorities for staff.
  - Assist in the development of objectives and be available to provide ongoing feedback, advice and coaching.
  - Conduct a mid-period review and have ongoing dialogue with employees and discuss progress in achieving established objectives.
  - Support learning and development opportunities for branch employees.

### Question #4: When should someone create a work and learning plan?

- A. Your ministry will provide further information as to when plans should be in place.

**Question #5: What are objectives?**

- A. Objectives are concise statements of what you are planning to achieve. For individual planning purposes, the three types of objectives are:
- *Work Objectives* - the key areas of work results on which you focus your efforts.
  - *Competency Objectives* – the key behavioural actions and technical skill requirements that support your progress toward work objectives. For more information on in-scope competencies, visit the website at the following link:  
**<http://www.psc.gov.sk.ca/competencies>**.
  - *Learning and Development Objectives* – the learning and development that will help you to achieve work and competency objectives.

**Question #6: Why set work objectives?**

- A. Work objectives clarify your direction and priorities for a specified period of time. They help you to determine the relative importance of your work tasks. Having work objectives also allows you to assess your learning and development needs to achieve those objectives.

**Question #7: What does it mean to make objectives S.M.A.R.T.?**

- A. Making objectives S.M.A.R.T. means that each objective should be:

**Specific** - Spell out the outcomes you want to achieve.

**Measurable** – What does success look like? What results are you trying to achieve?

**Achievable** – Realistic can be achieved but offer a challenge to employees.

**Relevant** – Does it align with Ministry and Branch/Work Unit objectives?

**Time-bound** – Has a timeframe been set, key milestones, dates or times of year?

**Question #8: What are achievements and how are they used?**

- A. Achievements are used to track the progress of your work toward your objectives. They can refer to qualitative progress (how well something is done), conditions of progress (conditions that must be met), and/or quantitative progress (how much is accomplished or produced).

**Question #9: How else can I assess my progress?**

- A. Assess yourself frequently. Ask yourself, “What went well that I am proud of? What was more of a challenge? When did I access support and what happened as a result?”

Asking for feedback from a variety of sources is very valuable. Think carefully about whom to approach for feedback. Be prepared to hear constructive suggestions when you use this approach.

**Question #10: What are competency objectives and why do they matter?**

- A. Competencies are behavioural or technical/task-related knowledge, skills or personal attributes which enable you to progress toward your work and career objectives. Research has shown that behavioural competencies (e.g., initiative, teamwork, communication) are very important to achieving



work and career goals.

**Question #11: What if there is no budget in my area to support the learning and development objectives in my work plan?**

- A. Learning and development occur in many formal and informal ways, not just by taking courses. You and your supervisor should work together to consider a variety of ways to achieve learning and development objectives. Learning and development is a responsibility that is shared between you and your supervisor.

**Question #12: How do I get started in developing an individual *Work Plan*?**

- A. First steps in creating your plan should include:
- Reviewing a copy of your branch work plan to clarify the links between your work activities and branch priorities;
  - Reviewing your current job description and competencies, as well as having a conversation with your supervisor to determine where to focus for the upcoming planning period;
  - Thinking about feedback you have received in the past and what this may suggest to you for success in your work;
  - Recognizing that your work plan can change and may have to be updated to reflect changes in branch and ministry priorities and other changes at work.

**Question #13: Is there support for supervisors and employees to help them to implement this successfully?**

- A. Yes. Your Human Resource Service Team is available to help you get started.

**Question #14: Do I have to do an individual *Work Plan*?**

- A. Having an individual *Work Plan* is a standard expectation for all employees.

**Question #15: What is available to help me manage my career?**

- A. Talk to your manager about your goals and aspirations. You may also follow up with a member of the Human Resource Service Team that provides service to your ministry.