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**Individual Performance Plan (IPP)**

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| **Name** |  | **Manager** |  |
| **Department** |  | **Date Submitted** |  |
| **Mid-Year Assessment Date** |  | **Year End Assessment Date** |  |

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| **SECTION A: YOUR BUSINESS OBJECTIVES**  **i)** In the lines below, identify up to three COC Core Strategies/Pillars and the accompanying Key Initiatives that you will support through your objectives: |
| *Ex. Best in Class Operations – At Games – Performance Focused Environment* |
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| **ii)** Identify 3 SMART business objectives that you will champion throughout the year - aligned with the Key Initiatives identified above. (Specific, Measurable, Achievable, Realistic, Timely). Work on these objectives is key to your success this year. You will self-report to ensure you are on track through the year. |

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| **Specific, Measureable Objective**  ***(See example below)*** | **Key Actions and Milestones**  **(List all that will impact success)** | **Mid-Year Check In**  **(Rate % of completion**  **mid-year)** | **Year End Results**  **(% of Completion)** | **Impact**  **(Identify how the result positively impacted COC)** |
| *Ex:*  *I will improve the Games experience for our local volunteers and create a higher rate of retention for Games volunteers.* | *Ex.*   * *Identify gaps from past post-Games feedback* * *Create action plan to improve their experience (ex. training for MT Staff)*   *Implement the action plan during Games and gather feedback through post-Games survey* | *Ex.*  *I feel confident about my progress thus far – on track (50% complete)* | *Ex.*  *I reached this objective as confirmed from the volunteer feedback (100% complete)* | *Ex.*   * *We identified that local volunteers would benefit from more interaction/information related to their positions prior to Games. As well as receiving positive reinforcement throughout the Games.* * *We provided training to MT staff and included the Local Volunteer Officers earlier in the process.*   *The overall feedback related to experience was very positive. And 80% of volunteers said they would be more than happy to volunteer with us again.* |
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| **SECTION B: CORE COMPETENCIES AND CULTURE**  Keeping in mind the COC values, identify examples of how you will demonstrate each of the COC Core Competencies through the year. At mid-year, and end of year, identify the impact / outcome. Finding ways to live the COC Core Competencies is an important part of your success this year. Refer to the Core Competencies document for examples. | | | | |
| **Core Competency** | **How You Will Demonstrate**  **(Skill Set and Behaviour)** | **Projected Impact / Outcome** | **Mid-Year Check-In**  **(How have you demonstrated them?)** | **Year-End Assessment**  **(How have you demonstrated them through the year and what impact has it had?)** |
| *Ex. Strategic Management* | *Ex: Systems Thinking - I actively seek out ways to connect with other teams doing work that relates to mine to arrive at a better output or shared resources.* | *Ex: Understanding the true nature of other teams will allow me to tap into my colleagues when needed and deliver a better service to the volunteers.* | *Ex. I have connected with the teams that have the most impact on my role and have started the collaboration.* | *Ex. The information gathered from other teams allowed me to provide better information to the volunteers and helped prepare them more deeply to deliver the services to our clients.* |
| *Leadership & People Management* |  |  |  |  |
| *Strategic Management* |  |  |  |  |
| *Organizational Effectiveness* |  |  |  |  |
| *Effective Communications* |  |  |  |  |
| *Teamwork and Collaboration* |  |  |  |  |

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| **SECTION C: YOUR DEVELOPMENT**  Identify 2-3 strengths or skill gaps related to your current role, that you would like to further develop this year and *how* you may develop these. We are a learning organization. Your accomplishments to develop your strengths and close skill gaps will help you to be successful this year and in future years. |

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| **Strengths / Skills**  *(See Example Below)* | **What is your plan to further develop these skills?**  **(Think training, out of role experience, mentoring, reading etc.)** | **Mid-Year Check In**  **(Comment on how you are doing at Mid-Year. Are you following your plan?)** | **Year-End Assessment**  **(Comment on overall success through the year, outcomes and impact on COC?)** |
| *Ex: Develop my Excel skills* | *Ex: Most of my Excel knowledge has been self-taught and enrolling in a formal course will allow me to expand my knowledge base and more effectively use this tool for a number of our logistics projects.* | *Ex: It has been two weeks since I completed the Excel course. My understanding and confidence with the program is much higher. I look forward to using it more efficiently in our day to day tasks.* | *Ex: Having a better understanding of the Excel program and pivot tables has allowed me to be more efficient in the planning of logistics for the volunteer program.* |
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| **SECTION D: YOUR WELLNESS**  Identify what steps you will take to stay healthy in mind and body throughout the year. Think of personal and professional habits, vacation, and rejuvenation. We know that who you are outside of work impacts who you are at work. Success in this area will enable you to take control of what you can, and will impact success in other areas. What actions will you take to stay healthy this year? |

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| *Ex:*   * *With Pan Ams on the horizon in July I plan to take a few days off in March to recharge the batteries and ensure I’m as fresh as possible before Games.* * *This year I am going to strive to take sufficient breaks throughout the work day for some meditation which will help me manage stress; I will go to the gym over the lunch hour whenever I can, even for a quick 30-minute session.* |

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| **SECTION E: CAREER PLANS / CAREER DEVELOPMENT**  Identify your career aspirations with the COC or beyond. What other support do you need to ensure you are aligned on a logical path to get there? At year-end, think about how you have further developed these aspirations this year. |
| *Ex. With additional experience, training and mentorship, I would like to progress to a Program Manager level within the next 2 years. Working with my Manager, I would like to start assisting on large projects and taking the lead on smaller ones to gain experience and evolve my knowledge base. This will give me a realistic preview of the skills required to grow to the PM level.* |

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| **SECTION F: COMMENTS FROM MANAGER**  Comment on the successes and opportunities exhibited throughout the year and the impact of these on the COC. |

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| **Mid-Year Comments** | **Year End Comments** |

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| **SECTION G: COMMENTS FROM EMPLOYEE**  Comment on your successes and opportunities throughout the year and the impact of these on the COC. |

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| **Mid-Year Comments** | **Year End Comments** |

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| **SECTION H: SIGNATURES – Employee and Manager, please sign at year end assessment** |

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| *Employee Signature:* | *Date:* |
| *Manager Signature* | *Date* |