Preparation and Planning for Development and Implementation of a Performance Management Strategy

Below are some questions and statements for your consideration in the planning for a Performance Management Strategy at your school.

**Buy in**

- What activities/actions have been undertaken to inform the leadership team and staff about plans for a performance management strategy?
- Has a program sponsor been identified?
- Identification of stakeholders and timeline of actions to keep them informed
- What activities/actions have been planned to keep leadership team and staff informed of the development of the performance management strategy?
- How are concerns documented and responded to?
- To what extent do all staff understand and accept the goals and intended outcomes of the performance management strategy?
- What methods are planned to build enthusiasm/sustain motivation for the project eg professional development?

**Ownership**

- What activities/actions have been planned to keep leadership team and staff involved in the development of the performance management strategy?
- What activities/actions have been planned to keep school board and church administration informed of the development of a performance management strategy?
- Overall, there is trust and acceptance of the performance review procedures

**Links**

- Strategy makes clear links to the School Improvement Plan
- Strategy makes clear links to the Annual Action Plan
- Strategy makes clear links to related school policies including: ________________
Support Structures and Barriers
Consideration has been made in the planning of the performance management strategy to support structures that would enhance performance
Consideration has been made in the planning of the performance management strategy to school structures that could impede performance
Consideration has been given to the risks associated with this project
Consideration has been given to how these barriers may be resolved

Quality
All processes in the strategy are ‘open’ and ‘transparent’
All processes and documentation allow for consistency in delivery
All processes and documentation ensure ‘fairness’ of practice
All processes and documentation demonstrate a ‘non discriminatory’ approach
Professional Development has been offered to staff involved in delivering performance management processes to ensure openness, consistency and fairness

Records System
How will the conversations and actions taking place during the process be recorded?
How will this documentation be used?
How will it be stored?
Consideration has been given to maintaining confidentiality and individual privacy

Recognition
What processes will be put in place to recognise good performance?
How will the strategy link to policies and processes for managing under performance?
Simplicity
- Processes are simple, easy to follow and understand and are user-friendly
- All staff understand the processes and procedures of the performance management system
- All staff are aware of the processes to follow if they have grievances about the process

Roles and Responsibilities
- Roles and responsibilities of the parties in the process are clearly articulated
- All staff have provided input into the definitions of the roles and responsibilities of parties in the process
- All staff have an understanding of their roles and responsibilities in the process
- Method for identifying and allocating reviewers has been developed
- Method for identifying and allocating reviewers has had input from staff
- Reviewers have been provided with opportunities for professional development to assist them in their role e.g. training in giving and receiving feedback
- Are all parties in agreement to their key accountabilities?

Giving and Receiving Feedback
- All staff involved in the processes have had opportunity to participate in professional development relating to giving and receiving feedback