

LEADER GUIDE

SET FOR SUCCESS CONVERSATIONS (DURING PROBATION)

'Set for Success Conversations' are mandatory monthly discussions leaders hold with newly appointed direct reports during their probation period. Although notes should be taken on the Set for Success Conversations template, the form is secondary to the richness of the discussion generated.

Set for Success Conversations:

- ☑ set and discuss the **Success Measures** relevant to the individual and the role they perform and follow progress made each month,
- ☑ create an open environment based on trust so honest two-way feedback is established based on **Living our Values** at Endeavour Foundation.

Success Measures are agreed between the leader and their direct report in their first probation discussion. A 'Success Measures Leader Guide' with examples is attached to assist with developing effective measures that are linked to business strategy and desired performance outcomes. It's OK to evolve Success Measures as business requirements change. Each monthly Set for Success Conversation held during the probation period contributes to the success of our teams in achieving performance outcomes and Living our Values.

*Endeavour Foundation Collective Agreement (EFCA) employees have three month probations. All other employees have six month probations. Once the probation period has been successfully completed, the 'Success Conversations' template is used.

Set For Success Conversations are held with our people as follows:

Direct reports

Monthly during the probation period

What our people gain:

- **clarity** about what success looks like for us in our role
- **regular and timely feedback** about how we are performing against our Success Measures
- an opportunity to quickly **identify challenges** that may arise in achieving success and a regular opportunity to identify potential solutions to these challenges
- an understanding of the role we play and **the difference we make** to the organisation and our customers
- **recognition** for good work & celebrating success.

What our leaders gain:

- an opportunity to show our people **we care**
- a chance to show that we **listen** and value our people's efforts
- a regular opening to **engage with individuals** about their performance and behaviours, highlighting challenges and achievements in a meaningful way
- the opportunity to identify and **remove barriers to success**
- meaningful conversation about what we can do to **make it easier** for our people to be successful.

What happens afterwards:

- leaders complete a Set for Success Conversation template noting **agreed Success Measures**, actions and demonstration of our **Values**
- leaders **complete** any actions they have committed to
- team members **follow through** on actions they have agreed to
- a further Set for Success Conversation provides a check-in the next month of probation.