



# Setting Development Goals

1. **Goal Setting**
2. **Development and Growth**
3. **Writing your Goals**
4. **Continuing Goal Progress**

**Performance Partnerships**

*Grow together, achieve together*



#Team  
Possible



# Before you start...

**Reflect on Your Current Role:** It might be helpful to think about whether you're interested in deepening your skills in your current position or if you're considering a shift toward a different role.

**Think about your 1-on-1s or Performance Reviews:** You could reflect on any growth areas you've talked about with your leader in the past. Are there any of those that resonate with you as potential development goals?

**Identify your Interests:** Take some time to think about what aspects of your work you enjoy the most. Are there specific projects or responsibilities that excite you?

# 1. Goal Setting: Development Goals



**Goal setting** is a powerful way to provide clarity on what is required for you to succeed, track progress and ensure you are on the right path.

It is a **collaborative process** between leaders and employees, establishing why our work matters and how our individual development goals **align with our strategic outcomes**.

# 1. Goal Setting: The difference between development and delivery goals

**Individual Delivery goals** offer focus and direction, helping us understand what needs to be accomplished in our daily roles.

**Individual Development goals** are designed to enhance an individual's professional growth and development.

# 2. Development and Growth



**Individual Development goals** are designed to enhance an individual's skills, knowledge and behaviours which benefit your professional growth and development.

**Individual Development goals** focus on:

- **Skill Enhancement:** Targeting skills directly relevant to your current role or desired career path.
- **Professional Knowledge:** Aimed at acquiring new knowledge that can improve job performance.
- **Developing Positive Behaviours:** Targeting mindset, interactions and professional attitudes.

# 2. Development and Growth

As you create your development goal, consider the specific actions that will help to make progress.

The 70-20-10 model encourages us not to rely on formal learning, and that people learn more from working and interacting with others.

**70%** of learning occurs through hands-on experiences, such as on-the-job training or project involvement.

**20%** comes from social interactions, including mentorship, peer collaboration, and networking.

**10%** is formal education, such as workshops and courses.



# 3. Writing Your Development Goals

For a reminder on how to write **SMART** goals, access the Setting Delivery Goals Lite Guide

- **Brainstorm ideas** for your goals, and consider
  - What knowledge, skills or behaviours do I need to develop in order to achieve my goal?
- Write your goal **objective / title**
  - This should define the what and why of the development focus
- Make it a **SMART goal**
  - Specific, Measurable, Achievable, Relevant and Time-bound
- Decide on your **Key Results**
  - This should reflect the impact of achieving the goal and be measurable.
  - "I" language empowers employees to take responsibility for their growth



# 4. Continuing Goal Progress

- Goals can really help to keep us motivated. **Having regular conversations** where we share feedback and support each other helps us to stay engaged.
- When we get **feedback**, it reinforces what we're doing right and provides guidance for how we can improve, encouraging us to keep pushing towards our goals.
- When you **check in with your team or leader**, make sure to talk about the work you are doing and identify any support you might need to continue to progress.



# 4. Continuing Goal Progress: Leaders

As a leader, it is important to **plan time for check in conversations** following goal setting.

Your role is to **encourage, enable** (provide autonomy and accountability) **and equip** (provide the resources, equipment and time) your team members, supporting them to determine the best action in progressing towards their goals.

**Some of the things you can discuss include:**

- How are you going towards achieving your goals?
- What do you need to do next and is there anything that may be unclear for you?
- What has worked well for you so far?
- What has been most challenging? How do you think you can adapt or respond to this challenge?
- What would you approach differently next time?



# Setting Development Goals: Guide to Goals using Culture Amp

5. Entering Your Development Goals
6. Tracking Goal Progress

**Performance Partnerships**

*Grow together, achieve together*



# 5. Entering Your Goals

Once you have decided what you want to write for your goals, you are ready to add it into Culture Amp:

- Open Culture Amp and select '**Goals**'
- Click '**Create Goal**' and '**Individual Development Goal**'
- Write your **Goal title** (you may choose to keep this shorter)
- In the **Goal description** you can add your full SMART goal
- Add a **due date**
- Set 'visibility' to specific people (this is for anyone that needs to be able to see your goal)
- Click '**Save draft**'
- Once you have discussed the goal with your leader, you can then return to click '**Publish Goal**'.

For a reminder on how to write **SMART** goals, click [here](#) to access the Delivery Goals Lite Guide

**Create individual development goal** Draft

**Goal details**

**Goal title**

**Goal description (optional)**

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**Due date:** 31 Dec 2024 **Owner:** Sarah Rough **Visibility:** Private

# 6. Tracking Goal Progress

Planning time for **regular check in conversations** following goal setting maintains motivation and overcome any blocks or challenges. You can use your **1-on-1 conversations** in Culture Amp to support these check ins.

Reviewing your goals regularly in Culture Amp means you can **update how you are progressing** and discuss this with your leader at your next check in.

You can update both the **status** of the goal and the **value** of the goal.

This will give you a prompt to talk about the work you are doing and identify any support you might need to work through any challenges and continue to progress.

**Update goal** ×  
Current: 20% · Target: 100%

What's the current status of this goal?

On track ^

On track  this goal?  
Off track  out of 100%  
At risk   
Completed

Cancel **Update**

**Update goal** ×  
Current: 20% · Target: 100%

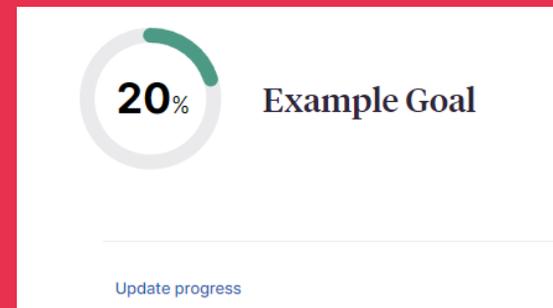
What's the current status of this goal?

On track ▾

What's the current value of this goal?

out of 100%

Cancel **Update**



# Top Tips!



*Development goals are all about your own professional development and growth!*

*Review your goals regularly.*

*This will help your leader to know that you need support to work through any challenges.*

# Need Support?



Access Culture Amp here:  
[Culture Amp Website](#)



Chat to your Leader or your  
P&W Business Partner



Email the Team!  
[learning@endeavour.com.au](mailto:learning@endeavour.com.au)



Log a ticket in the  
#TeamPossible Support Hub

#team  
possible  
support hub



Check out the Intranet Page  
[Performance Partnership  
Intranet Page](#)