



Recognise



Grow



Together - Support Sheet



Questions/Prompts

What we're seeking to achieve

WELLBEING

- How are you?
- We recognise that these are unique and challenging times - How can we support your wellbeing at this time?
- How are the current working arrangements suiting you? What benefits are you finding? Are you facing any challenges we can support you with?
- The Council has a number of wellbeing initiatives to support staff (refer to intranet summary).



Make a note of agreed support measures or follow up discussions to be held.

Treating colleague as a valued team member

- Check in on general wellbeing.
- Explore support options.
- Share information with staff about initiatives that may be of assistance.

RECOGNISING STRENGTHS

- Share how their tasks contribute to the team and the service.
- Discuss when you have seen them at their best.
- Ask when they have felt at their best in work / when they feel alive, valued, good at what they do. What was happening? What was it about that situation that helped you feel like that?



Make a note of some key strengths e.g. skills, behaviours or both.

Reflection

- Understanding how and why their job is valuable and worthwhile.
- Positive feedback from manager.
- Understand what good looks like for them, and what motivates them.



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GROWING OUR SERVICE

- What have we done well as a team / service over the past year / during these challenging times?
- How can we make things even better for our customers?



Make a note of their ideas for improving the service, could be small (e.g. repairing broken equipment) or big (e.g. change the way we do things).

Ideas for the service (capturing creativity)

- Actively seeking ideas to improve the service.
- Reinforces that appraisals are about developing excellence for the benefit of the service and customer / resident.

MY GROWTH

- What has worked well for you over this past year/ during these challenging times?
- What challenges have you overcome? How did that make you feel?
- To build on this, what do you want to continue to do, do more of, or do differently? How do you think that can best be achieved?
- How would you like to develop in your role?
- Do you have any longer-term areas you would like to focus on (career aspirations)?



Make a note of a short term goal and a long term goal.

Personal and professional aspirations

- Reflection on what worked well and why.
- What does excellence look like to the employee?
- Employee self identifies development required.
- Development can be mastering a skill or gaining more job satisfaction (not just promotion).



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ONE TEAM

- What resources/support do you already have to help make your personal and service improvement ideas happen?
- What resources/support do you need?



Constructing a plan together, making better use of existing resources.

Constructing a plan

- Consider better use of existing resources.
- Consider what needs to be in place to support development.

TAKING RESPONSIBILITY

- What one action can you take now to get your ideas started?
- What do we need to do, to make sure your ideas continue?



Make a note of specific actions to get things started and to carry on.

Creating action

- Sustainability plan – how to start and keep momentum.

