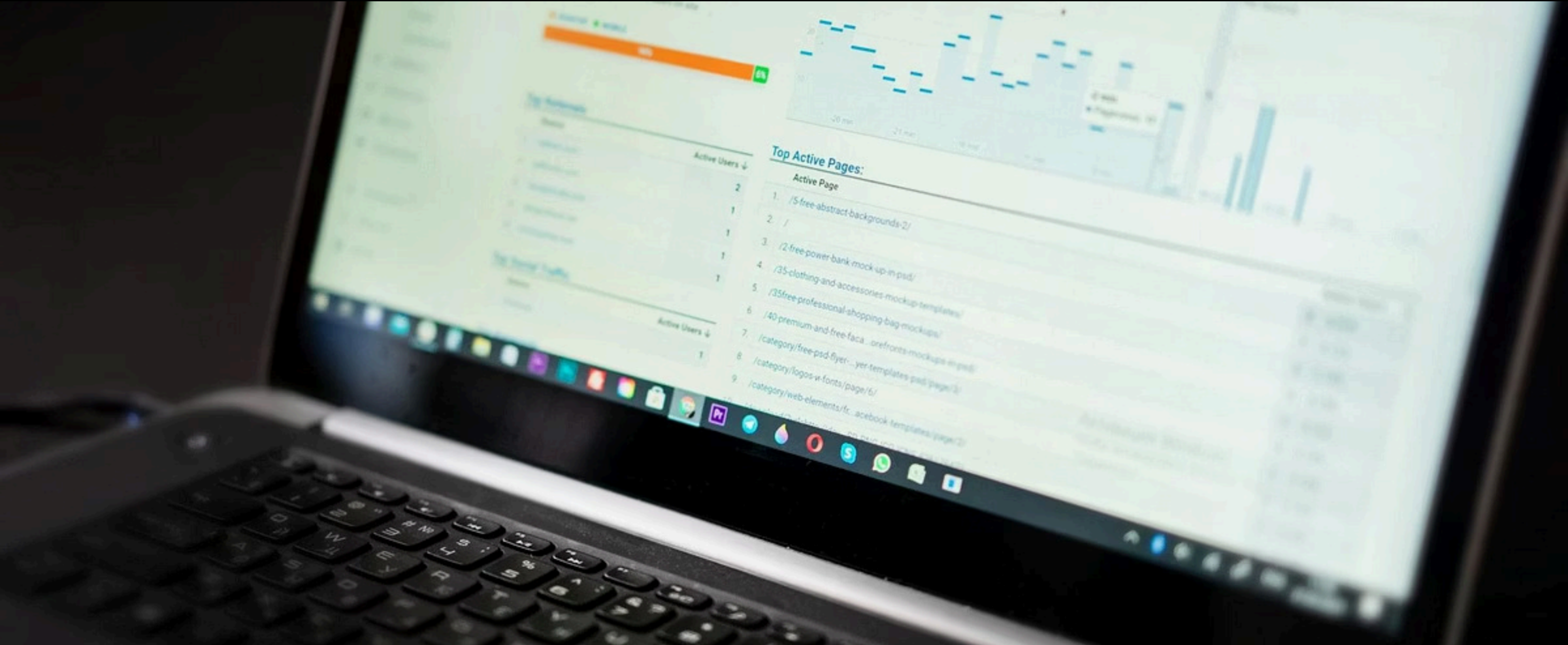




Master Performance Planning in 7 Steps

Transform employee performance with strategic planning that drives results.



What Goes in a Performance Plan?



Clear Expectations

Define what employees must achieve and deliver.



Performance Standards

Set measurable targets to assess actual performance.

Types of Performance Targets

1

Quantitative Goals

Increase production by 20 units weekly by 30 June.

2

Quality Standards

Improve quality so rework proportion stays below 10%.

3

Service Excellence

Maintain zero customer complaints throughout the month.

4

Operational Performance

Achieve 100% on-time arrivals, 0% late departures.

Setting the Right Number of Targets

Focus on Priorities

- Agree on reasonable number of goals
- Select targets reflecting job priorities
- Avoid overwhelming employees



📌 **Key Insight:** Quality over quantity—strategic targets signal what truly matters.



Balance Strengths and Development



Recognise Excellence

Acknowledge areas where performance already meets requirements.



Target Improvement

Set goals for areas needing development.

Avoid focusing solely on weaknesses—celebrate and reinforce existing strengths.



Managing Different Employee Situations

New Appointees

- More frequent reviews
- Shorter-term targets
- Acknowledge learning progress

Performance Issues

- Address problems immediately
- Don't wait for scheduled reviews
- Handle through normal management

Choose Your Time Frame

1

Annual Plans

Traditional yearly cycles aligned with budgeting.

2

Project-Based

Link plans to specific activities and projects.

Need expert guidance? Contact [HR Unlocked](#) for professional support.

Share this with someone building better performance plans!