

Performance and Career Planning – Ongoing Discussion



The Conversation

We all want to do work that matters, build our careers and enjoy the journey. Once you've set your objectives early in the year, regular check-in conversations with your manager give you the opportunity to discuss your work, the impact you're having and the support you need.

One top tip for success is to proactively prepare for meetings or 'informal catch ups' conversations with your manager. Across the year, there are lots of things you can talk about. Some ideas are listed below, but be curious and open-minded to define topics that are meaningful, relevant and timely for you!

- Clarifying or changing your objectives
- Managing or prioritising workload
- Celebrating successes and milestones
- Dealing with roadblocks
- Getting coaching and feedback for learning and improvement
- Identifying capabilities you want to develop or enhance
- Reflecting on learning and development activities
- Learning from 'failures'
- Recognising effort and progress
- Giving feedback to your manager and discussing how they could support you differently.

Ongoing discussions (and good records of them) will not only help you stay on track throughout the year, they will make the more formal, end-of-year review a positive and productive experience with no surprises.



The Performance and Career Cycle





The System

The Performance and Career Planning system gives you the tools to record the outcomes of your conversations. It's designed to be flexible and adaptable as the year progresses.

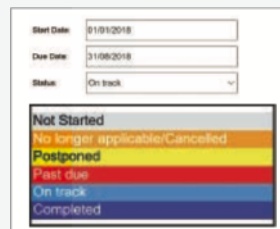
1.



Change or add objectives

Click the pencil icon to edit each Performance or Development objective

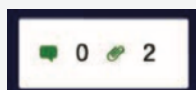
2.



Update objective status and dates

Within an individual objective

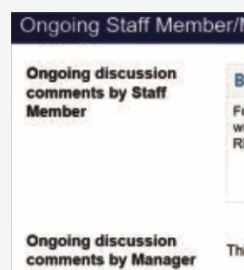
3.



Add supporting documents

Click on the white box in the top right hand corner of your plan

4.



Input free text comments

At the bottom of the page



Ongoing Discussion tool

Imagine how much easier your end of year discussion will be if you have a record of your activity, achievements, feedback and conversations with your manager all in one place!

Download the SAP SuccessFactors app through Apple iTunes or the Google Play store and set yourself up through your Performance and Career Plan

