

**Achieving Results**

*Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.*

**Self**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Being clear about your role and responsibilities  |  |  |
| Planning and organising workloads to ensure that deadlines are met within resource constraints  |  |  |
| Maintaining a high standard ofwork even when under pressure  |  |  |
| Being resilient in the face ofsetbacks  |  |  |
| Incorporating flexibility into plans and adjusting them in light of developments  |  |  |
| Keeping track of a number ofprojects running simultaneously  |  |  |
| Distinguishing between important and urgent tasks and prioritising effectively  |  |  |
| Being knowledgeable about key players who will influence the work you do |  |  |

**Others**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Taking time to celebrate successes  |  |  |
| Winning support of key colleagues and other stakeholders |  |  |
| Being effective in gaining buy-in without having any directauthority  |  |  |
| Monitoring progress andproviding regular updates  |  |  |
| Recognising others’ contribution to the achievement of objectivesand giving credit to others  |  |  |
| Taking personal responsibility for delivering on commitments made to others  |  |  |

**Organisation**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Ensuring that your actions arealigned with the organisation’sstrategic objectives  |  |  |
| Saying ‘no’ to activities that are less important or do not fit with organisational priorities  |  |  |
| Evaluating the success of projects and disseminating lessons that canbe learned |  |  |

Examples of behaviours that may indicate a need for further development in achieving results

* Believing that talking about things is the same as action
* Being disorganised
* Failing to see things through
* Over-committing and not delivering