

**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 of  work even when under pressure |  |  |
| Being resilient in the face of  setbacks |  |  |
| Incorporating flexibility into plans and adjusting them in light of developments |  |  |
| Keeping track of a number of  projects 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 direct  authority |  |  |
| Monitoring progress and  providing regular updates |  |  |
| Recognising others’ contribution to the achievement of objectives  and 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 are  aligned with the organisation’s  strategic 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 can  be 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