Afbeelding met tekst, illustratie

Automatisch gegenereerde beschrijving

GOAL SETTING 2025

**Name Employee:** **Name Leader:** **Date:**

**Document Guidelines:**

* Make sure your goals are



* This is a **personal** development plan.   
  Only set tasks, results, competencies or values that need learning and/or improvement, or specific/challenging projects.
* **Min. 1 behavioral** competency or value. If other sections are not relevant, you can delete them.
* A **technical competency** refers to ‘hard’ skills and knowledge: a theoretical knowledge, knowledge of a tool/technique, or skills/ expertise linked to a professional domain. Examples: knowledge of IT, languages, a machine, a certificate, social law…
* A **behavioral competency** is linked to behavior: what people need to do to be successful in their job. It is a combination of knowledge, skills, personality and motivation. Examples; team spirit, accountability, negotiating;…

# **I TASK & PERFORMANCE FOCUSED GOALS:**

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| --- |
| **MAXIMUM 4 TASKS THAT YOU NEED TO IMPROVE, OR SPECIFIC PROJECTS OUT OF YOUR JOBDESCRIPTION** |
| **WHAT task / result / project:**    ;  **What support do you need?**  On-the-job training/coaching from a colleague or manager:  External training:  Self-study, e-learning, literature, LinkedIn groups, networking,.. : |
| **PDP Follow-Up 1 April / May DATE: dd/mm/YYYY** |
| **Comments Employee:**    **Comments Leader:** |
| **PDP Follow-Up 2 September / October DATE: dd/mm/YYYY** |
| **Comments Employee:**    **Comments Leader:** |
| **PDP WRAP UP Did I obtain this goal? YES / IN PROGRESS / NO** |
| **Final comments Employee:**  x  **Final comments Leader:**  x |

COPY THIS SECTION IF YOU WANT TO ADD TASK OR PERFORMANCE RELATED GOALS.

# **II TECHNICAL SKILLS (ONLY IF RELEVANT)**

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| **ONLY TECHNICAL SKILLS THAT NEED TO BE LEARNED / IMPROVED**  **Languages, IT tools, theoretical knowledge** |
| **WHAT SKILL:**  **HOW you will you learn this:**  On-the-job training/coaching from a colleague or manager: x  External training: x  Self-study, e-learning, literature, LinkedIn groups, networking,.. : x |
| **PDP Follow-Up 1 April / May DATE: dd/mm/YYYY** |
| **Comments Employee:**  **Comments Leader:**  x |
| **PDP Follow-Up 2 September / October DATE: dd/mm/YYYY** |
| **Comments Employee:**  x  **Comments Leader:**  x |
| **PDP WRAP UP Did I obtain this goal? YES / IN PROGRESS / NO** |
| **Final comments Employee:**  x  **Final comments Leader:**  x |

COPY THIS SECTION IF YOU WANT TO ADD TECHNICAL SKILLS THAT NEED TO BE DEVELOPED

# **BEHAVIORAL COMPETENCES**

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| --- |
| **MINIMUM 1 Behavioral competency and/or Durabilis value (see annex)**  Examples behavioral competences; well-being, planning & organization, client orientation, leadership, …  Durabilis values: Communicate with *Clarity -* Have the *Courage* to raise your hand and communicate problems – Show *Humbleness* by recognizing that we can’t know everything and by learning from our mistakes |
| **WHAT competency or value:**  **Describe concretely HOW you will realize this:**  **What support do you need?**  On-the-job training/coaching from a colleague or manager:  External training:  Self-study, e-learning, literature, LinkedIn groups, networking,.. : |
| **PDP Follow-Up 1 April / May DATE: dd/mm/YYYY** |
| **Comments Employee:**  x  **Comments Leader:**  x |
| **PDP Follow-Up 2 September / October DATE: dd/mm/YYYY** |
| **Comments Employee:**  x  **Comments Leader:**  x |
| **PDP WRAP UP Did I obtain this goal? YES / IN PROGRESS / NO** |
| **Final comments Employee:**  x  **Final comments Leader:**  x |

COPY THIS SECTION IF YOU WANT TO ADD COMPETENCES OR VALUES THAT NEED TO BE DEVELOPED

**TALENT AND/OR CAREER DEVELOPMENT (**ONLY IF RELEVANT- IF NOT DELETE THIS SECTION)

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| --- |
| **What talents do you want to use more, or describe which steps you want to take in your career** |
| **WHAT talent do you want to use more in your work:**  **Describe concretely HOW you could realize this:**  **WHAT is your career goal (if relevant):**  x  **Describe concretely HOW you will realize this:**  x |
| **PDP Follow-Up 1 April / May DATE: dd/mm/YYYY** |
| **Comments Employee:**  x  **Comments Leader:**  x |
| **PDP Follow-Up 2 September / October DATE: dd/mm/YYYY** |
| **Comments Employee:**  x  **Comments Leader:**  x |
| **PDP WRAP UP Did I obtain this goal? YES / IN PROGRESS / NO** |
| **Final comments Employee:**  x  **Final comments Leader:**  x |

# Feedback on well-being

|  |
| --- |
| **To what extent did / do you experience stress? What is your score on a well-being scale from 1 to 5:**  **3/ 5**  (*1= I’m not at all balanced, I feel over-stressed)*  *(2= I feel stressed a lot of times)*  *(3 = average balance, at times I feel stressed, it depends on the timing in the month/year)*  *(4 = I’m in balance, sometimes there is workrelated tension but I can easily relax afterwards)*  *(5= I feel completely balanced and rarely experience stress)*  **If applicable (score <3): How could well-being be improved? What is needed? Think of;** Job content (autonomy, challenging tasks, workload,…):  Relationships at work (with colleagues, leaders)  x  Working conditions:  **Set a well-being goal for next year if relevant** à Fill in the Goal Form- Behavioral Competences |

# **FINAL CHECK**

# **Make sure you have MAX. 5 GOALS so that you can FOCUS in the next months**

# **You can always add goals during the year**

# **PLAN YOUR PDP FOLLOW UP CONVERSATIONS: MIN. 2**

In April/May

In Sep/Oct

* end of document -