

# Resources for people managers

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## Establish purpose and direction

### Setting performance objectives and standards

This guide will help you to develop SMART goals and measures to give clear direction to your team and measure progress accurately.



### Create a team purpose statement

This template will help you plan a session with your team to explore your team's purpose and how it contributes to the agency's purpose.



### Set goals and define measures

This activity guides you through a process to engage your team to set your team goals, define measures of success and develop an action plan to deliver on your goals.



### Develop a team plan

This activity guides you through a process to develop a team plan to execute team goals.



### Create a TA-DA list with your team

Use this session guide to create a 'TA-DA list', a creative activity in which you celebrate what you've achieved as a team over the last period.



### Our team plan

Use this template to develop a one-page summary of your team purpose and goals.



### **Progress recap**

Use this session guide with your team to create a list of important accomplishments and what enabled them.



### **Group reflection**

Use this guide to reflect as a group on the team's accomplishments.



### **Behaving ethically**

This manual provides you with useful guidance on ethical behaviour as a NSW public sector employee.



### **Senior executive fundamentals**

This resource provides new and aspiring senior executives with information on a broad range of matters including the Premier's Priorities, the ethical framework, inter-government relations, NSW legislative framework, policy development, dealing with the m



## Plan and organise resources

### **Work plan tool**

Use this tool to assess if you and your team are spending your time on activities that support your organisation's priorities and goals.



### **Urgent/Important matrix**

The Urgent / Important matrix can help you prioritise and delegate more effectively by categorising your activities.



### **Skill/Will Matrix**

The Skill / Will matrix can help you delegate more effectively by comparing willingness to perform a task to the degree of skill employees have to perform the task well.



### **RACI model**

Use this template to create role clarity for your team.



### **Providing feedback to unsuccessful job applicants**

This guide provides you with tips on giving feedback to candidates in the recruitment process.



### **Assignments, transfers and secondments**

Access this for guidance on employee transfers and secondments between government sector agencies or other relevant bodies.



### **The NSW Public Sector Capability Framework**

A foundational tool that supports the public sector to attract, recruit, develop and retain a responsive and capable workforce.



### **Capability Framework user guides**

These User Guides will help you to use the Capability Framework as a tool in your daily work and build capable employees who achieve business outcomes.



## **Manage and develop people**

### **Feedback in challenging situations**

Use those quick guidelines for successfully giving feedback in challenging situations.



### **Coaching conversations practice tool**

Use this practice tool to prepare, practice and review your coaching conversation by applying the GROW model.



### **Crucial conversations planning tool**

To help you plan for crucial conversations, use this planning tool for a list of questions you should consider.



### **Positive and productive workplaces guidelines**

Use these guidelines to prevent, identify and respond to workplace bullying.



### **Disability employment**

Learn about the employment of people with disability in the sector and how to participate in the age of inclusion.



### **Promoting gender equity in the workplace**

Watch this short video on five ways to encourage gender equity in the workplace.



### **Case study: using behavioural insights to increase application rates of women for senior roles**

Explore findings from interventions led by the Behavioural Insights Unit to increase the likelihood of women reapplying for senior roles in the NSW public sector.



### **Insights from senior leaders**

Watch this video on how current senior leaders are working to break down barriers preventing women from becoming senior leaders.



### **Be an inclusive leader**

Access these resources to learn how you can create an inclusive workplace.



### **Upholding the Rights of Older Workers training**

This e-learning module is designed to provide you with an understanding of how you can build and maintain productive multigenerational workplaces, where employees of all ages are respected and valued.



## Lead through change

### **High-level stakeholder plan for change**

Use this template to develop a plan for anticipating and managing the reactions of different stakeholder groups to change.



### **Case for change tool**

Use this tool to craft a compelling narrative to communicate to your team and other stakeholders that addresses their concerns and increases their trust and openness for change.



### **Assess your team's change readiness**

Use this guide to assess your team's level of change readiness.



### **Communication plan**

Use this template to develop a communications plan to list and prioritise who, how and what to communicate to about your key messages



### **Overcoming common challenges when leading through change**

This guide describes common challenges that managers face when they lead through change and provides useful tips to solve them.



### **Progressing diversity and inclusion**

This paper discusses what diversity and inclusion means for the NSW public sector and why it's important.



### **Workforce transition**

These policies and information provide you with guidance on managing staff through organisational changes, including redundancy.

