

Resources for people managers

On this page

Establish purpose and direction

Plan and organise resources

Manage and develop people

Lead through change

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.

