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| RACI Matrix

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| R = Responsible | Which person is responsible for completing which task? |
| A = Accountable | Who will be held accountable for the completion of the task (often a line manager)? |
| C = Consulted | Who should be consulted for their input into the task or project? |
| I = Informed | Who needs to be kept informed of the task or project completion? (e.g., it could be someone in another team or your manager) |

Clues to strength spotting* A sense of urgency and engagement
* Losing sense of time because they are so engrossed and engaged in the activity
* Very rapidly learning new information or activities
* A repeated pattern of successful performance
* Exemplary levels of performance
* Prioritising tasks that use the strength over other tasks
* Having a yearning to use the strength
* Being drawn to things that play to the strength
 | How to develop strengthsGROW Coaching Model

|  |  |
| --- | --- |
| **Goal** | What is the inspirational goal that the coachee wishes to achieve? |
| **Reality** | What is the current reality of achieving the goal? |
| **Options** | What options exist for the coachee to move closer to achieving their goal? |
| **Will** | What specific actions will the coachee complete towards achieving their goal? |

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| Factors that influence performanceMonitoring performance* Observations
* Regular check-ins
* Stand-up meetings
* Reports
* 360 assessments
* Performance display boards
* Feedback
 | Performance planningTypes of feedbackFeedback framing model |