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| RACI Matrix   |  |  | | --- | --- | | 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 strengths  GROW 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? | |
| Factors that influence performance  Monitoring performance   * Observations * Regular check-ins * Stand-up meetings * Reports * 360 assessments * Performance display boards * Feedback | Performance planning  Types of feedback  Feedback framing model |