

GOAL SETTING 2022

EMPLOYEE GUIDE

To set ourselves up for success in 2022, we need you to focus forward and start thinking about your goals for the year ahead. Talk openly with your manager about development needs and aspirations to ensure you have the support and focus to be the best you can be in 2022.

The purpose of this guide is to help you plan for these important conversations.

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I. Overview

Goals are essential for all of us; they are the reason 'why' and help us to focus on what matters and prioritise our activity. Discussing and agreeing goals with your manager is important to help you understand how your role contributes to Carnival UK's overall goals. Through quality conversations with your manager about your goals, aspirations and development needs we can support you to be the best you can be for the year ahead.

In 2022, the Culture Essentials will continue to feature in all aspects of our employee experience (recruitment, development, recognition, etc.) and will be how we evaluate individual behaviour in performance conversations moving forward.

II. Purpose & timings of the conversation

You should have had a conversation with your manager to review 2021 performance in November. The purpose of this guide is to support you in preparing for the next conversation:

- **Conversation - Focusing forward to 2022** - to set goals for 2022 and start identifying development for the year ahead (6 December – 14 January)

These conversations can take place over Zoom, however if the latest Covid-19 guidance allows you can hold these face to face, as long as both of you are comfortable to and you adhere to the guidance.

III. Conversation: Focusing forward to 2022

Organisational Goals

In 2022 CUK's goals for Half 1 will focus on 'Return to Service'. Half 2 organisational goals will be communicated later in December.

As we come to the start of a new year, we need to set ourselves up for success by ensuring we all have clarity on what's expected from us through discussing and setting clear and relevant goals. This conversation is to focus ahead to 2022 to identify and agree goals with your manager. Goal setting helps us all to have a shared vision and understanding of how our individual goals contribute to Carnival UK's goals for the year ahead.

How to prepare

You are responsible for setting your goals so put time aside to prepare for the conversation and enter your agreed goals in *myHR* portal, before your meeting, to share with your manager. Here are some goal setting tips to help you prepare for the conversation:

- Performance goals should focus on significant pieces of work, a change or activity over the year ahead
- Simplify goals by limiting the number of goals (3 or 4) and ensuring they are SMART (Specific, Measurable, Achievable, Realistic and Time-bound). You can find tips on how to do this [here](#).
- Think about behaviours and development that might be needed to achieve your goals (i.e. how are you going to get there?). These can be recorded in the success criteria of your performance goals.
- In view of the ever changing landscape we're working in at the moment, it makes sense to focus principally on setting short term goals (quarterly). These can be reviewed and adjusted at least quarterly and more frequently if needed, to ensure they stay relevant and realistic. Some people may also have clarity on longer term goals too; if that's the case it's useful to ensure that quarterly milestones are set up against those long term goals to ensure you're clear on what you're measuring through the year.
- Think about how your performance goals contribute to your learning, development and progression
- Think about whether the goals you set can be measured as you will need to provide updates throughout the year and talk in tangible ways about your overall progression during your end of year conversation in 2022.

Inputting goals on *myHR* portal

Once agreed, you'll need to add your goals to *myHR* portal and share with your manager. Information to support you navigating the portal is available on [The Bridge](#).

CONVERSATIONS 2 & 3: GOAL SETTING AND DEVELOPMENT PLANNING

Future expectations around behavioural performance

In 2021 we adapted our performance framework and updated our systems to reflect the Culture Essentials. This will continue in 2022. In addition to the delivery of your goals, you'll be assessed against these as the measure of how you do what you do.



Speak Up



Improve



Respect & Protect



Communicate



Listen & Learn



Empower

IV. Resources

Summary of all the resources available:

[How to Set SMART Goals](#)

[Golden Rules of Goal Setting](#)

[Setting Goals and Objective](#)

Development conversations will follow later in Q1 when we will ask you to discuss development & career aspirations in more detail and create an Individual Development Plan. If you would like to start thinking about your development plan while setting your goals the guide is [here](#).