

MySeftonMySpace

Employee preparation guide

Introduction

You, and your skills, knowledge, experience and talents are at the heart of our organisation, and we know that are staff are our most important and valuable asset. We could not achieve our vision and have a positive impact on our residents and customers without you.

It is therefore essential that time and space is allocated to focus on you and reflect on what has happened during the past year, what you have enjoyed, how you have displayed our One Council values, behaviours, what you want to do in the future, your personal goals, aspirations and your development, as well as celebrating your achievements.

Once a year you are entitled to attend your own **My Sefton, My Space** meeting – a more in-depth and enhanced conversation than the regular **1-2-1/supervision** meetings.

The **My Sefton, My Space** meeting is a key part of the opportunities given to employees to develop, growth and thrive, and empowers you to take ownership of your own engagement and development.

We want you to feel that you are able to share your opinions, be open about your aspirations, be listened to and get any support you need from your manager. **My Sefton, My Space** is your chance to do this.

Using this guide

This guide helps you to understand:

- What will happen during the meeting;
- The role your manager plays in supporting you during your My Sefton, My Space meeting;
- What you need to do in advance of the meeting and some topics you may want to think about (see below);
- How to get the best out of your My Sefton, My Space meeting.

My Sefton, My Space should be a reflective, open and honest conversation. In order to achieve this and make the meeting as meaningful as possible, there are five sections you should prepare in advance. These are:

- My last 12 months;
- One Council values;
- My role and behaviours;
- Where do I fit in and what is my impact;
- My aspirations.



Sections you should prepare for in advance are identified by this symbol throughout this guide

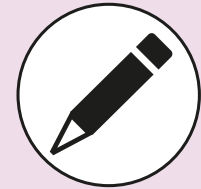
Handy tips

- Use this guide to prepare before your meeting to ensure you get the best possible outcome from My Sefton, My Space. It is your responsibility to complete section 1 in advance of the meeting and to email a copy to your manager. You will complete section 2 with your manager and remember to take any preparatory notes you have made along to your meeting.
- After the meeting, your manager will type up the notes from your discussions and send you a copy for your approval and sign off. You should always take a copy of your My Sefton, My Space document along to your regular 1-2-1/supervision meetings to ensure any actions are reviewed. Remember you are responsible for your own engagement.
- Start thinking about your next 12 months, the work you will be involved in and what “good” will look like for you.
- Make the most of the time and space away from your day to day role to have an honest and open conversation about you with your manager. They are there to listen to you, understand how you are feeling, and find ways to support you to achieve your goals.
- Your voice matters to us – use this opportunity to share your thoughts and give your manager feedback.

My last 12 months

My Sefton, My Space is an opportunity to reflect on the past year and to gain a deeper understanding of your past performance, what's working and what's not, what went well and what could be done differently.

To prepare, you should think about and make a note of the three things you are most proud of from the last year and why they mean so much to you, and three things you've least enjoyed/found challenging.



Think about:

Customers

Partners

Colleagues

Workload

Achievements

Key projects

Lessons learnt

Obstacles

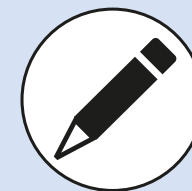
Feedback

Be prepared to discuss your choices with your manager during the meeting.

One Council Values



All employees are expected to demonstrate the One Council values in their everyday working practice. For this section, you should take a look at our 6 One Council Values then carry out a self-assessment to highlight how often you demonstrate them in your day to day work. You then need to identify three values that you feel you often display, and three that you would like to display more often during the next year.



Remember to be totally honest and provide examples of where you have displayed the values. Your manager will share with you their own observations of which values they think you display well and which ones you may want to develop over the next year.

My role and behaviours

For us, it's not just about what we achieve, but how we do it. All employees are expected to display our behaviours so reflecting how you do this is important. For this section, you should take a look at our behaviours and their descriptions (see page 8), and think about three that you feel you often display, and three that you would like to display more often during the next year.

Think about:

Customer expectations

Feedback

Partnerships

Recognition

Service delivery

Your role

Remember to be totally honest and provide examples of where you have displayed the behaviours. Your manager will share with you their own observations of which behaviours they think you have displayed well and which ones you may want to develop over the next year.

I do...

- Approach my work with passion and try to be the best I can be
- Believe in the borough and be an ambassador for the Council.
- Treat people in the way I would like to be treated.
- I do act in an honest, reliable and trustworthy manner
- Take responsibility for my own engagement and development
- Recognise the things I do well and other people's achievements.

Be Confident

...and proud about what you do.

I don't...

- Limit my opportunities to develop, grow and thrive
- Respond badly to constructive feedback and criticism
- Speak negatively about the borough
- Encourage or join in with negative thinking
- Lack energy and determination in helping the organisation achieve its objectives
- Give up, even in challenging times.

I do...

- Take ownership and responsibility for what I do
- My best to consistently deliver a quality service that puts customers at the heart of what we do
- Work collaboratively with others using a One Council approach to seek out opportunities for innovation and improvement
- Take the initiative to find out information for myself
- Ask for help and support from others when I need it
- Think about how my behaviours and actions affect others.

Be Responsible

...for making a difference.

I don't...

- Seek to apportion blame on others
- Over promise and under deliver
- Ignore how my behaviours impact on others
- Forgot how important clearly and timely communication is
- Forget to say thank you to others for their contribution
- Work in silo's and reject the contribution of colleagues and partners.

I do...

- Challenge the status quo and I am prepared to have a different conversation
- Ensure I am clear about what I can and cannot do
- Listen, value and respect each other's views and their contributions
- Aspire to be the best and go that extra mile to find the right solutions
- Learn from success and mistakes
- Embrace positive thinking.

Be Brave

**...and don't be
afraid to try new
things.**

I don't...

- Ignore new ways of working
- Make assumptions about people
- Forget to listen to the opinion of others
- Automatically reject innovative ideas and solutions
- Dismiss the contribution of colleagues and partners
- Like change and new ways of working.

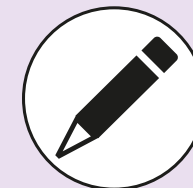
Where do I fit in and what is my impact?

The work that you do every day has an impact on our residents and customers across the Borough of Sefton and as an employee of the Council, it is important you understand why we are here and the work you do every single day has an impact on our customers and the residents of the borough. During your My Sefton, My Space meeting, your manager will help you to understand how you contribute to the bigger picture. Prior to your meeting you should think about one or two statements that sum up your role, the purpose of your job, and what you do on a daily basis. You and your manager will then discuss how you help your team/service achieve its' aims, and ultimately your personal impact on our residents and customers.



My future

You play a hugely important role in where we are going next as an organisation and our future successes. In this section, your manager will share with you a high-level picture of the main work areas you will be involved in over the next year. You will be set formal performance objectives, and these will be discussed and monitored at your regular 1-2-1/supervision meetings.



Next, you have an opportunity to share your aspirations with your manager. Your aspirations are very important to us and whilst you should take responsibility for your own development, there may be things that your manager can help you with and support you to achieve. In preparation for your meeting, you may want to think about your future aspirations, goals and aims.

Think about:

Customer Personal goals

Next career step

Development of role

Service needs

Aspirations

Values

My development

After completing My Sefton, My Space, you and your manager should be more aware of your development needs.

In this section, you should explore what opportunities to develop, grow and thrive may be appropriate to meet these needs. Opportunities may come in many forms and it is essential that you choose opportunities which suit your learning preferences, produce the desired outcomes and are cost and time effective.

Apprenticeships and other formal qualifications

Work shadowing

Research

Internal and external training
(Face to face, virtual and eLearning)

Seminars

Conferences

Reading

Coaching and/or mentoring

Action learning

New Responsibilities

Workforce Exchange

Professional Forums

You are responsible for your own development but as a starting point, you should firstly explore with your line manager what development opportunities they can create and support you with.

Final Thoughts

At the end of your My Sefton, My Space meeting, you have the opportunity to give your manager any feedback that you would like to share, and they may want to share any final comments with you. Remember to be specific and support your feedback with clear examples.

