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| **First name:** |  | | **Surname:** |  | | |
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| **Date:** |  | **Department /** **Division:** | |  | | |

**Top of Form**

**Planning the year ahead**

Your CDR objective setting form is here to support you through the CDR process each year. The key actions for you during the year are:

1. August/September draft your objectives for the coming year
2. Share them with your line manager and discuss and finalise them at a one-to-one in late August or early September.
3. Check in on progress against your objectives with your manager regularly across the year.
4. At around the half-year mark in February, discuss your objectives and your progress with your line manager and see if any of your objectives need adjusting.
5. In June/July prepare your final form for your end of year review meeting and upload it as a record before the 31st July.

As part of your CDR you should also focus on how you implement LSE’s [Effective Behaviours framework](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Effective-Behaviours-Framework-FWOW-revised-July-2021.pdf) in your role.

**Section 1: objectives and standards**

What are your key performance standards / objectives and activities for the coming year? These should be described as SMART objectives, meaning that these should always be specific, measurable statements of what is required within clear time frames.

The acronym SMART is a useful guide for writing objectives/performance standards:

**S**–Specific – what is it you are trying to achieve?

**M**–Measurable – how will you know you have achieved it?

**A**–Achievable – what support or resources will you need to achieve it in time?

**R**–Relevant – how does it link to your role, the team’s mission and the school strategy?

**T**–Time bound – when will you achieve this by?

The total number of targets should be manageable and consider workloads, no more than 5 is a good guide. They should clearly relate to LSE 2030 (the School’s strategy) and the business plan of the Division/Department/Centre. Those in managerial roles should include targets about that part of their role (i.e., being a people manager).

1. **What are your key performance standards / objectives and activities for the   
   coming year?**

|  |
| --- |
| **Description of SMART performance standard /objective/ activity number 1** |
|  |
| **Description of SMART performance standard /objective/ activity number 2** |
|  |
| **Description of SMART performance standard /objective/ activity number 3** |
|  |
| **Description of SMART performance standard /objective/ activity number 4** |
|  |
| **Description of SMART performance standard /objective/ activity number 5** |
|  |

**2.** **What learning and development and / or other support (if any) is required to help achieve these performance standards / objectives and support your personal and career development?**

| **Learning and development and / or other support priority** |
| --- |
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