

Leadership Statement Template

Section A: Employee Details

PERIOD:	
EMPLOYEE ID No.	
NAME OF THE EMPLOYEE:	
POSITION TITLE/LEVEL:	
DEPARTMENT/AGENCY:	

Section B: Leadership Performance Targets [developed and assessed in consultation with Supervisor]

Description of Areas [Refer sheet 2 for Guidance]	Mandatory indicators (RCSC)	individual in consultation with supervisor to customiste indicator in Column B and set leadership target	Individual	Supervisor	
	Target I ('What' and 'How')	Target II ('What' and 'How')	Achievement with evidence by individual	(Rate in the scale of 1-10; 1 as lowest and 10 as highest)	Supervisor's comments with evidence
1. Business delivery <i>objectives should include strategic plan to achieve your Department's Agency Performance Agreement/Target (APA/T)</i>	1.1 Set the priorities in line with the Agency's APA/APT and cascade them to Division Chief level within the deadline for submission of IWP. (This could also include use of relevant ICT tools for regular monitoring and managemet of staff) 1.2 Spearhead/Collaborate in the development and implementation of the annual Strategic HR Management and Development Plan, Budget and Procurement Plan for the Agency/Department beginning of each fiscal year. 1.3. Develop a proactive media management plan which includes updating website, advocacy etc in the beginning of each fiscal year and implement it within the first week of each month.				
2. Finance / efficiency <i>objectives should cover what you will do to control costs or drive efficiencies.</i>	2.1 Identify strategies to reduce cost or bring cost efficiencies e.g. review HR, travel, fuel and maintenance costs and reduce cost by x%, 2.2.Enhance productivity of staff through use of ICT, multi tasking and stretch assignments etc.				
3. Leadership Capability 3.1: Civil Service Values	3.1.1 Co-create the core values for the agency/Dept. with staff. and develop and implement clear strategies to uphold and embed the values especially vis-a-vis talent management and Performance Management.				

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	Target I ('What' and 'How')	Target II ('What' and 'How')	Achievement with evidence by individual	(Rate in the scale of 1-10; 1 as lowest and 10 as highest)	Supervisor's comments with evidence
3.2 Engagement and Motivation of Staff	3.2.1: Develop and implement coaching and mentoring strategies aligned to IWP cycle. 3.2.2. Administer/Review the findings of the Organisational Climate Survey in the Agency and implement its relevant recommendations(Executives only). 3.2.3 Lead/collaborate in development of Competency based framework for relevant MOGs/SGs of the agency.				
4.Service Delivery					
Significant initiatives and engagement in enhancing the quality of service delivery.	4.1. Review, rationalise and monitor Agency/Division work processes to establish/enhance Service Delivery Standards/Turn Around Time for all services leveraging ICT and multi-media as far as possible. 4.2 Review decision making process and empower employees to make decisions based on overall strategic guidelines to ensure efficient service delivery. 4.3 seek customer feedback as an annual process				
5.Collaboration and Cooperation					
Any initiatives in enhancing collaborations within your agency and outside.	5.1. Number of new initiatives undertaken to collaborate in joint programs/activities with departments in the Ministry/Agency and with external agencies to achieve national and sector objectives				

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