**Purpose:**

To help managers to develop detailed plans to support the attainment of performance objectives using a tool.

**Directions:**

1. This tool can be used as a standalone tool: it is especially effective when used in conjunction with the Framework for Improving Performance tool.
2. This tool can be used to prepare a plan for an individual or a team.
3. If this tool is be used in conjunction with the Framework for Improving Performance, **transfer each of the objectives** onto the Performance TRAKSS form and review each element of **TRAKSS** standing for **TIME**, **RESOURCES** required, **ATTITUDE** (e.g. confidence, motivation), **KNOWLEDGE**, **SKILLS** and that they **STANDARD** of performance has been clearly defined and is understood.
4. If using the tool without first completing using the Framework for Improving Performance tool, ensure the objective is clearly defined and understood before completing the remainder of the TRAKSS tool.
5. TRAKSS can be used as part of a coaching session, a planning session or as a checklist to ensure sufficient provision has been made for each element of TRAKSS.
6. When completed thoroughly, the individual or team will have a clear picture of which elements might inhibit performance and the achievement of objectives and therefore what action is required to address the deficit (e.g. if it is a skill, then training might be required; if it is resources then additional resources might need to be secured and so on.

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Plan** | | | |
| **Name: Position: Date:** | | | |
| **Step 1: Job Purpose** | **Step 2: KRA** | **Step 3: Measurables** | **Step 4: SMART Objectives** |
|  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Performance TRAKSS** | | | | | | |
| **Name: Position: Date:** | | | | | | |
| **Objective** | **T**  **Is there enough time?** | **R**  **What resources are required?** | **A**  **Does the individual have the appropriate confidence?** | **K**  **Does the individual have the appropriate knowledge?** | **S**  **Does the individual have the appropriate skill?** | **S**  **What are the standards?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Add more rows until there is a TRAKSS plan for each objective**