Exercise 4_Talent Management

Talent management is about attracting, developing and retaining motivated individuals. Whilst attracting talent from outside the organisation is important, it is more important to consider how we leverage, develop and retain the talent we currently have. Please see below a short summary for how best to achieve this as a team leader.

1. Performance Management
Use the Actus Platform to performance manage staff, through effective setting of objectives, delivery of regular meaningful feedback (seek to achieve at least 3:1 positive reinforcement vs constructive feedback). Use mentoring and coaching to support the growth and development of staff, whilst also rewarding staff with feedback and recognition (e.g. CARE thank you cards) for achievements.

The following figure outlines the structure for effective through year performance management.
2. **Staff Development**
Understand your staff strengths and aspirations through 1:1 conversations such as exercise 1 / 2 and exercise 3 of this personal development toolkit.

   a. **Career Aspiration**
For those aspiring, hold a one to one conversation using the Actus Platform. Invite the employee to complete the career aspiration page which explores motivations and aspirations for now and in the future. The Actus Platform can be accessed via your windows log on user name and password using the following icon on your desktop:

![Actus Platform Icon](image)

3. **Creating Opportunities for Development**
Over time you will identify your highest-performing personnel and those aspiring to be. Actively seek out challenges for these individuals. Hold regular development conversations with them and discuss their strengths in cross divisional meetings. Actively supporting personnel with their career aspirations will better retain talent within BHT.