



Health PEI Performance and Development Fact Sheet

June 8, 2017 Update

Strengthening Performance and Development Planning – A Priority for Health PEI

- Ongoing performance feedback, career development, and life-long learning contribute to employee engagement, workplace health and productivity, and overall organizational performance.
- Accreditation Canada views staff competence and performance as essential enablers of quality and safety, and considers Performance and Development Plan (PDP) completion rates as an important quality indicator. The Health PEI Board and Senior Management Group have identified performance development planning as a priority.
- **In early 2017 the Health PEI PDP completion rate was 11%. Since launching a number of initiatives in April, the Health PEI PDP completion rate has jumped to 41%.**

Work To Date

Health PEI launched a series of targeted Initiatives as part of an overall strategy to improve Performance Development, including:

- **CEO Memo** to Leaders Community (April);
- **SMG Mandate letters** include requirement to provide performance feedback;
- CEO has completed **Performance Development Plans with the SMG**;
- **SMG members are completing Performance Development Plans with their direct reports.**
- **HR Managers have communicated the message and tools**, along with a reminder to submit completed PDP's to HR, to all Managers;
- **Training Workshops on the "Employee Performance and Appraisal Policy"** have been developed and delivered through the "Health PEI Leadership Development Workshop Series".
- Performance Development training is included in the **McInnis Cooper Labour Relations Series**.
- **Policy Review** (Draft policy available for review now);

As part of this overall strategy, efforts were taken to strengthen manager coaching capacity to support performance development. This includes the "Coaching Skills for Managers to Support Performance Development" workshops with Carol Gabanna provided in June.

Manager Performance and Development Resources

Performance Development Toolkit

The Performance Development Toolkit is available on the Staff Resource Center at <http://www.healthpei.ca/src/toolkits>. The toolkit includes:

- Performance Development Plan Presentation - helpful information, advice and tips on the performance development process in Health PEI;
- Performance Development Plan Templates – a variety of templates to suit a variety of contexts.

Leadership Development Opportunities

Health PEI Leadership Development Programs - Upcoming Calendar 2017-18.

- The 2017-18 course calendar will emphasize development topics related to performance feedback, coaching, and workplace psychological health and safety. Course calendars are released in the fall.

NEW OPPORTUNITY: THE LEAD PROGRAM. Coming Fall 2017 - Call for Applications this summer

- The LEAD Project is a 10-week phone- and web-based coaching program designed to develop effective leadership skills. Personalized coaches help leaders recognize their current strengths and areas of development and set appropriate goals by encouraging leaders to practice effective leadership behaviors.

For information on Leadership Development - Garth Waite- gwaite@gov.pe.ca or 902 368-5806.

YOUR HR TEAM - *There to help!*

Name	Title	Location	Tel.	Email
HR West				-
Sally Ripley	HR Manager	PCH	432-2579	sdripley@gov.pe.ca
Laura Killam	HR Coordinator	Summerset Manor	888-8312	lkillam@ihis.org
Sheila Reeves	HR Coordinator	PCH	888-8045	spreeves@ihis.org
HR Central				-
Heather Larkin	HR Manager	Garfield St.	368-6720	halarkin@ihis.org
Andrea Bird	HR Coordinator	Beach Grove	368-4254	abird@gov.pe.ca
HR QEH				
Jennifer Larter	HR Manager	QEH	894-2367	jslarter@gov.pe.ca
Mandy Kremers	HR Coordinator	QEH	894-2112	mjkremers@gov.pe.ca
Vanessa Doucette	HR Coordinator	QEH	894-2479	vddoucette@gov.pe.ca
HR EAST				
Muriel MacLeod	HR Manager	Souris Hospital	687-7150	mmacleod@gov.pe.ca
Cara McGillivray	HR Coordinator	Souris Hospital	687-7150	clmcgillivray@ihis.org

Links and Articles

Driving Performance: How Leadership Development Powers Sustained Success. White Paper

<http://www.ccl.org/wp-content/uploads/2016/05/Driving-Performance-White-Paper.pdf>

The **CHLNet Top Ten Reading List** (<http://chlnet.ca/top-ten-reading-list>).

Health PEI

- Health PEI Staff Resource Center: <http://www.healthpei.ca/src/>
- Health PEI Performance Development Toolkit: <http://www.healthpei.ca/src/toolkits>.
- Health PEI Performance Development Policy (DRAFT – for input): Password - Development

Other Links

- LEADS Collaborative: <http://www.leadersforlife.ca/>
- Canadian College of Health Leaders: <http://www.cchl-ccls.ca/>
- HealthCareCan: <http://www.healthcarecan.ca/learning/>
- Canadian Health Leadership Network (CHLNet): <http://chlnet.ca/>
- CMA Physician Leadership Institute: <https://www.cma.ca/En/Pages/physician-leadership-institute.aspx>
- Canadian Society of Physician Executives: <http://www.cspexecs.com/>