TRCA Performance – Quick Tips Employee Edit Development Goals

- 1. Log into Ceridian Dayforce.
 - The Select Role pop-up box appears. Select Employee Time Entry. Click Next.



• The **Home** screen displays, click on the **Performance** icon to open the performance module.

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Ida Barlow ERM - Project Manager, B Profile & Settings	rosion Risk Management					^
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Benefits	Calendar	Earnings		Employee Timesheet	Forms	Performance
						🗘 Edit
	Actions	Events	ل Balances	Earnings	Bookmarks	
Pending Actions						View all actions in Message Center

2. Click on the **Development Plans** tab icon on the toolbar.

Overview Goals Competencies Reviews Development	t Plans		
	Review Cycles Below is a list of your past and current reviews. Select a review cycle name to open the review for TRCA Mid-year Review - 2020	m. Dur in 152 dirj6d	Statun Serf Review
	Goals Below is a but of goals assigned to you and your progress. Select a goal name to view the details. Liaise and Build Relations with Industry Leaders	Due Date 12/31/2020	% Complete
	Improve Department Process	Due Dane 12/31/2020	W Complete
	Increase Training for Employees	Due Date 12/31/2020	% Complete
	Competencies Below is the lost of competencies assigned to you. Select a competency name to view the details.		
	Accountability	Core Compentency	NOT RATED

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3. To edit an existing development goal - click the **ellipsis** beside the goal.

Overview Goals Compete My Plans Draft Plans	ncies Reviews Development Plans				
Period Current Year 💌					
	✓ Grow professional network	Period 1/4/2021 - 12/31/2021	Not Started	0 %	
	✓ Assignment with Payroll	Period 1/1/2021 - 12/31/2021	In Progress + Activities 0/1	85 %	

Note: to ensure you can view your development goals - ensure that the **Current Year** is selected from the **Period drop-down**.

Note: ensure that you have a conversation with your Supervisor, prior to making any edits to development goals.

3. Click Edit. This opens up the Plan Details page.

Plan Details Activities Activities Name * Core professional network Description Expand current professional network within Learning and Development Industry through connecting with other CA (HR departments), contacts on LinkedIn and attending free professional learning conferences. To be completed by Q4 2021. Purpose * Improve spedicestalis / Comp Purpose * Improve spedicestalis / Comp Expanding the professional network will allow for a working group for learning and development and sharing of best practices, templates and resources pertaining to process in L&D and HR in general. Start Date Due Date Improve the professional network will allow for a working group for learning and development and sharing of best practices, templates and resources pertaining to process in L&D and HR in general.	✔ Grow professional net	twork	Period 1/4/2021 - 12/31/2021	Not Started		0 %	Edit Delete
Activities Amada Petrusek Mamada Petrusek Name * Grow professional network Grow professional network Description Image * Purpose * Improve specific skills / Comp	Edit Plan				×		
Activities Anada Petuset Name * Grow professional network Description Conderation of the professional network within Learning and Development Industry through connecting conferences. To be completed by Q4 2021. Purpose * Improve specific skills / Comp	Plan Details	for the second s			^		
Grow protessional network Description Image: Imag	Activities		v				
Description ◆ ● ● ● / U E E ● ● ● ■ A ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●							
Improve specific skills / Comp		Grow professional network					
Expand current professional network within Learning and Development Industry through connecting with other CA (HR departments), contacts on LinkedIn and attending free professional learning conferences. To be completed by Q4 2021. Purpose * Improve specific skills / Comp Purpose Description Mereight B / U JE E I I I E I E E E E I A I III A IIII A IIIIIIII							
Improve specific skills / Comp		Expand current professional n with other CA (HR department	etwork within Learning and Develop ts), contacts on LinkedIn and attend	oment Industry through conn	necting		
Image: A triangle in the professional network will allow for a working group for learning and development and sharing of best practices, templates and resources pertaining to process in L&D and HR in general. Start Date Due Date		Improve specific skills / Comp	v				
Expanding the professional network will allow for a working group for learning and development and sharing of best practices, templates and resources pertaining to process in L&D and HR in general. Start Date Due Date				≡ ≡ <u>A</u> ▼ ⋈ ▼			
		Expanding the professional ne	etwork will allow for a working group	for learning and developme	ent and		
		Start Date	Due Date				
14/2021		1/4/2021	12/31/2021				

4. Once edits to the goal are completed - click **Next**.

Add Plan		×
Plan Details	· Employee * Amanda Petrusek	^
Activities	Name *	
	Grow professional network	
	Description	
	 ◆ ▶ B / U ⋮ ⋮ • ≡ • ≡ • ≡ ▲ ▼ □, ▼ Expand current professional network within Learning and Development Industry through connecting with other CA (HR departments), contacts on LinkedIn and attending free professional learning conferences. To be completed by Q4 2021. 	3
	Purpose *	
	Improve specific skills / Comp	
	Purpose Description	- 1
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	Start Date Due Date	-
	1/4/2021	
Save as Draft	Next + Cance	

6. Click Finish.

Add Plan	×
Plan Details	Enter the details for the activities associated with the development plan. Each activity will carry equal weight when calculating the plan's progress.
Activities	+ Add
Save as Draft	Previous 🗸 Finish Cancel