



Liverpool University Hospitals
NHS Foundation Trust

My Contribution Conversation

LUHFT Appraisal Framework

Employee Preparation Guide

LIVING OUR VALUES



Introduction

What is My Contribution Conversation?

My Contribution Conversation is LUHFT's appraisal framework.

At LUHFT, we recognise that our people are our most valuable asset, and your Contribution Conversation is a way for you and your manager to talk about your wellbeing, performance and development to help you to feel both happy and connected in work.

The Contribution Conversation offers an opportunity to have an honest conversation with your manager that will address your wellbeing, any equality, diversity and inclusion needs, as well as recognising your personal values and what's important to you. You will also have the space to reflect on your own contribution to your role, your team and the wider trust, and how you show the values in your everyday work. You'll be able to set some personal development goals that will help you get the most out of your role, plan towards any future aspirations you might have, as well as any support you might need to stay well and connected in work.

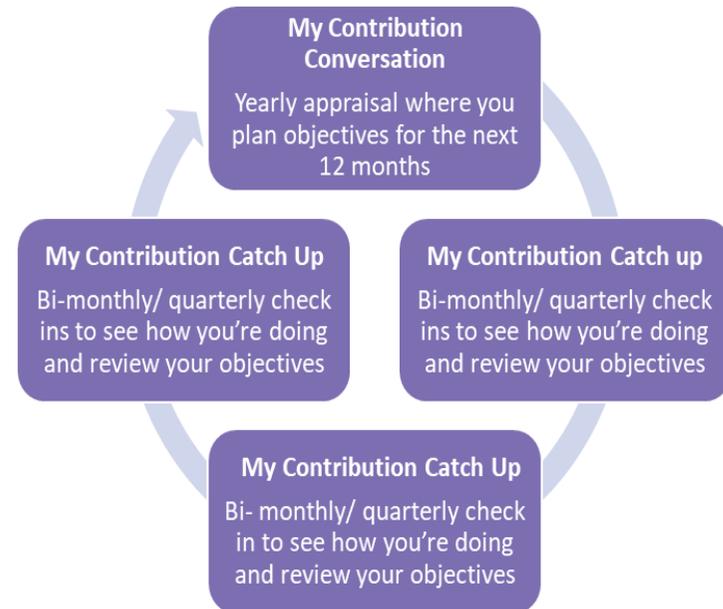
Throughout this guide, we will use the terms My Contribution Conversation, Contribution Conversation and Appraisal interchangeably.

How your Contribution Conversation will work

At LUHFT, we don't want our appraisal conversation to be a one-off annual event, but we want it to be a continuous conversation throughout the year that reflects your contribution to the trust. Your Contribution Conversation is your main appraisal meeting, where you'll reflect on the year and set some goals for the following year. This will be followed up with Contribution Catch Up meetings throughout the year, where you'll use your goals as a conversation tool to see how you're doing.

These catch ups are designed to be flexible, and don't need to be formal meetings, but will offer you the space to continue the conversation with your manager throughout the year.

Here's a visual to show how it will look...



How will this guide help me?

This guide will help you understand...

- What will happen during your My Contribution Conversation meeting.
- The role your manager plays in supporting you during your My Contribution Conversation.
- How you can best prepare for your meeting with some areas to consider.
- How to make your appraisal a meaningful conversation about you and your contribution to LUHFT.
- Signpost to further support and resources which might help you.

How to use this guide

Throughout this guide you will find useful hints and tips that will help you to prepare for your appraisal in the best possible way. Look out for the below icons they will tell you when there is something for you to make a note of or locate some useful resources to support you with your Contribution Conversation.



Look out for this icon to show where you might want to make some notes to help you prepare.



We'll also be signposting to some supportive resources throughout this document, look out for this icon and you'll be able to find more info.

Section 1 - Let's start with you

We recognise that your health and wellbeing is essential to help you reflect on your contribution at LUHFT, so the meeting will start by your manager asking how you are doing and if there is anything you need to keep you well at work. It's so important you feel physically and emotionally well.

How am I doing?

Think about your health and wellbeing over the last 12 months, as well as currently.

Things I do to keep myself well

The things we do outside of work really impact our wellbeing in work. Making sure we take care of our physical health can help us to stay energised and focussed in work such as a balanced diet, exercise and sleep. Taking care of our mental health is also essential so consider how you look after your emotional wellbeing too!

I am most happy and engaged in work when...

Think about your best day at work, what does that look like? When are you most energised by your work?

What does support look like for me?

At LUHFT we want to support you the best way we can so that you can stay well and have a healthy work/life balance. What support might you need to do this?

Maybe feel that you need some support around equality and diversity. Consider...

- Do you feel fully included in your team and department?
- Do you feel heard and able to confidently raise concerns and issues?
- Do you feel any adjustments you might need have been made?

Things I might need from the organisation/my manager to help me stay well...

At LUHFT we want you to be well, and it's OK to need help and support from time to time. Take a look at our Life at LUHFT staff support offer which covers everything including our physical, mental, financial wellbeing, as well as supporting us through our working life. Make a note to have a chat with your appraiser about what support you might need.



Life at LUHFT is our promise to take great care of you, to allow you to take great care of yourself. Our priority at LUHFT is to provide you with access to the tools and resources which will allow you to live life well.

Your staff support offer includes information and resources in the below four sections:

A woman in a blue NHS uniform is standing next to a vertical list of four wellbeing sections. Each section has a colored bar and a circular icon: 'Your Physical Wellbeing' (purple bar, heart icon), 'Your Mental Wellbeing' (green bar, brain icon), 'Your Financial Wellbeing' (pink bar, piggy bank icon), and 'Working Life' (orange bar, gear icon).

Your Physical Wellbeing

Your Mental Wellbeing

Your Financial Wellbeing

Working Life

Use this QR code to access the staff support offer guidebook on your smartphone.
liverpoolft.pagetiger.com/cfxcqja

LIVING OUR VALUES

Three circular icons representing the NHS values: 'Caring' (a person with a heart), 'Fair' (a scale of justice), and 'Innovate' (a lightbulb).

Section 2 - My last 12 months

Your Contribution Conversation is an opportunity to reflect on your last 12 months at LUHFT. Together with your manager, look at your performance over the last year, at what's gone well and what could have gone better. This is a chance for a two-way conversation (to both gain and give feedback) between you and your line manager. Also have a think about your achievements and your challenges over the past 12 months and make some notes ready for your meeting.

Achievements

Have you been recognised and rewarded?
Do you have feedback from colleagues/ patients?
Have you completed any key projects which had significant impact?
How have you contributed to delivering outstanding care?

Challenges

What challenges did you overcome?
What did you learn about yourself/ the organisation?
Have/ are you experiencing any difficult relationships at work?
What could have been done differently?
What's in your power to change?

Not all conversations are easy...



Sometimes it's hard to give and receive feedback, here's some extra resources which might help you in this part of your conversation...

- [Training in having confident conversations](#)
- [Courses on Assertiveness training](#)
- [Policies to support you in the workplace](#)

These can all be found on Staff Hub under Learning and Development

Make some notes here:



Make some notes here:



Section 3 - My work values

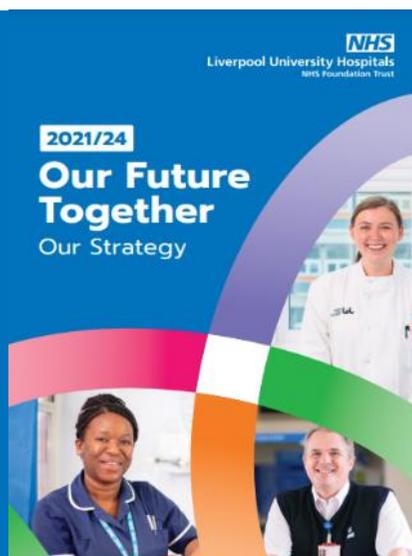
At LUHFT we are a values-driven organisation, and we want everyone who is part of Team LUHFT to live and breathe our values. Values are important to the way we work as they guide our behaviours and ways of working with our colleagues and our patients and communities. Values reflect what's important to us about how we do our job.

Your manager will talk to you about how you show the values in your everyday work, so be totally honest and have a think about which behaviours you display really well, and maybe some you'd like to work on in the following year.

Think about what the values mean to you in your area of work.

Our Future Together

To help you prepare for this part of your conversation, take some time to look at Our Future Together strategy to gain an understanding of how your values at work fit into the bigger picture.



Things to consider:

- How I interact with patients
- How I interact with colleagues
- How I say thank you
- How I celebrate reward and achievement
- How I give and receive feedback

Make some notes here:



Here's a reminder of our Trust Values...

Think about how they apply to you and your team.



WE ARE CARING

We are kind to each other and always show compassion to ourselves and others

- We are always kind and compassionate to ourselves, our patients, families and colleagues
- We recognise and appreciate each other, taking pride in working here and our contribution to success
- We are professional and always seek to deliver the best standards of care



WE ARE FAIR

We treat people equitably and value their differences

- We value everyone for their unique contribution and we embrace diversity
- We are confident in speaking up and we support all our colleagues to do the same
- We are open and honest



WE ARE INNOVATIVE

We work as a team to continuously improve the way we deliver and transform health care

- We continuously improve the services we deliver and pioneer new ways of doing things
- We learn from mistakes, striving to ensure we get things right first time
- We create and share knowledge with each other, patients and our professional communities

Section 4 - Your Contribution

At LUHFT, it's not just about what we do, but about how we do it, which helps us to deliver on our mission to **“work together to deliver outstanding healthcare”**, helping our patients and communities lead **happier, healthier and fairer lives**. During this part of the Contribution Conversation, this is your chance to reflect on the everyday work that you do, and how it fits into your team and service, and the bigger picture at LUHFT.

Make some notes here:



Take some time to think about the following areas and how you contribute to the bigger picture:



Section 5 - My objectives at LUHFT

You are at the heart of the organisation and play a huge role in our future successes at LUHFT. In this section of your Contribution Conversation, you and your manager will set out the main areas of work you'll be involved in. You'll be able to set some development goals to help you get the most out of your role and your contribution. You'll also be able to talk about how your objectives align to the trust's four greats.

Development and opportunities to learn

There are many ways to develop and grow at LUHFT, which don't just include formal training. Have a look over each of the below and make a note to find out more about any that spark your interest. You'll be able to have a chat with your manager about which ones may be most relevant and realistic to your role.

- Apprenticeships
- Other formal qualifications
- Reading/Research
- Taking on new responsibilities
- Shadowing
- Workforce exchange
- Training – virtual/classroom
- Bitesize learning
- Coaching and mentoring
- Professional networks/ bodies
- Internal transfers
- Secondment opportunities

Did you know our Learning and Development team operate a 55:25: 20 model for learning? Your manager will tell you more about this!

Development for clinical roles – things to consider:

- CPD opportunities
- Registration with professional bodies
- Revalidation requirements

Take a look at our Learning and Development page on StaffHub for more details of courses, bitesize learning and personal growth resources.



Make some notes here:



Your goals and the Four Greats

Section 5 will provide a good opportunity to reflect on how your development goals will fit into one of our Four Greats.

These are LUHFT's strategic priorities and set out how we will be successful in our mission.

Your manager will talk to you about the Four Greats and together you'll decide which one your goals align to.

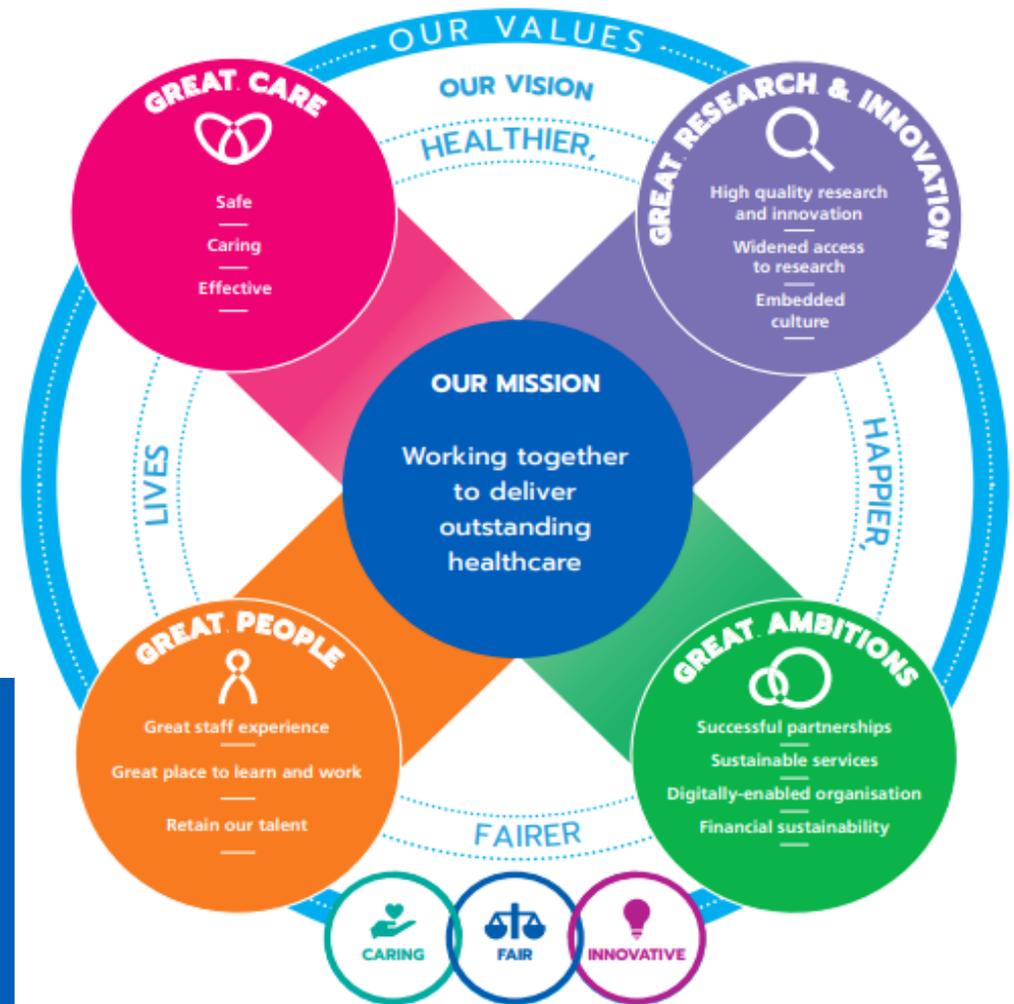
Setting SMART goals



When setting your personal and professional goals, make sure they are SMART and include the following:

- **Specific**- which piece of work does it fit with or what is it you want to achieve?
- **Measurable**- how will you know when this goal has been a success
- **Achievable**- is this a realistic goal to achieve?
- **Relevant**- which of our Four Greats does it align to?
- **Timely**- when will you see a difference or the result?

For more help on setting SMART goals, click the link [here](#) for access to our bitesize resource



Section 6- My Future at LUHFT

These are wider goals that will help look after you in work, as well as keeping you satisfied or even helping you prepare for your next career step. Your manager may have things to go away and do as an action here too.

Future aspirations/next career steps

If you're happy where you are...

We recognise not everyone wants to climb their career ladder, so think about how you can get the most satisfaction and fulfilment out of your current role.

If you want to progress or change...

If you do want to progress, think about what skills/ experience you might need to develop to get there.

Make some notes here:



Section 7 – Final thoughts and reflections

As your conversation comes to a close, this is your opportunity to give any further feedback or cover anything you feel you've not said throughout the conversation. We want your Contribution Conversation to ultimately end on a positive, hopeful tone as you deserve to feel seen, heard and valued as an employee at LUHFT.

We hope this will be a great direction for you in your work for the coming year.

Make some notes here



Next steps

Together, you and your manager will schedule your **Contribution Catch-up**, which will ideally take place every 8-12 weeks.

Your manager will keep a **safe and confidential** record of your Contribution Catch up. They will also send you a completed copy so that you can agree it was an accurate reflection of what was discussed.

Your manager may have some actions they need to go away with to help you, which might include **signposting to services** which might support you.