



EMPLOYEE GROWTH & DEVELOPMENT PROGRAM

Year:

Name:

Manager:

THE EMPLOYEE GROWTH AND DEVELOPMENT PROGRAM

Use the Monument Chemical (MC) Employee Growth and Development Program (EG&D) to maximize your performance, growth, and experience at Monument Chemical.

BUSINESS GOALS: OVERALL ORGANIZATIONAL FOCUS

Get connected to the bigger picture. Below are the broader priorities for Monument Chemical.

Based on your role/work, check off the priorities below that you directly affect. Check ALL that apply.

OUR COMMITMENT	ONE MONUMENT	BUSINESS EXCELLENCE	GROWTH LEVERS
Health, Safety, and Environment	Team Effectiveness	Commercial Excellence	Core Investment
Engagement	Talent Management	Operational Excellence	Innovative Products and Services
		Financial Goals	Business Synergy
			Sustainability

JOB FOCUS AREAS: KEY AREAS OF RESPONSIBILITIES AND RESULTS

Identify your Job Focus Areas, which are the key areas of work for which you are responsible. For those who have roles with defined plans/metrics/measures and accountabilities, use this section to note those (or attach a separate spreadsheet).

ACHIEVEMENT GOALS: SPECIFIC WORK FOCUS

Based on your Job Focus Areas, note in the box below your Achievement Goals. What is most important to accomplish?

Stick with 1-3 Goals maximum and try to make your Achievement Goals **SMART** - *Specific, Measurable, Achievable, Relevant, and Time Oriented (as much as possible)*.

MONUMENT CHEMICAL GUIDING BEHAVIORS: PERSONAL BEHAVIOR EXPECTATIONS

Everyone is expected to perform well in ALL of the MC Guiding Behaviors. For your growth and improvement this year, choose one MC Guiding Behavior as your focus.

- TRUST:** Serve as the anchor who builds and maintains relationships based on mutual respect, transparency, honesty and consistency.
- INCLUSION:** Promote a diversity of backgrounds, ideas and skills to foster a safe, respectful and collaborative environment.
- RESPONSIBILITY:** Take ownership and accountability to communicate and deliver results.
- COACH:** Lead by example and continuously motivate, challenge and develop self and others to grow.
- BIG PICTURE PERSPECTIVE:** Understand, embrace and link yourself to the organization's vision for continuous improvement and growth.

INDIVIDUAL DEVELOPMENT GOAL:

It is growth that builds your career. Identify how you can personally change and professionally grow to make a bigger impact on your work performance and relationships.

Choose one **Winning Action Strategy** (shown below) that represents the best growth for you.



Be Essential: Maximize your value/contribution. Good times to choose this are when you take a new role, if your role has significantly shifted, or if you received some tough feedback that you need to add more value in the areas of communication and/or prioritization.

Push Yourself: Maximize your potential and stretch your comfort zone. If you have been playing it safe, have big ambitions that are so far unrealized, or you received some feedback that others believe you are capable of doing more - this could be a good choice for you.

Exercise Confidence: Confidence is about personally driving an impact. Choose this if you want to bring a stronger presence, more decisive decision-making and/or a bolder voice to your work.

Build A Fan Base: Choose this if you need/want stronger, better, deeper relationships and/or a broader network to build your career, or if you received some feedback that people find it challenging to work with you - you may need to repair some relationships.

Practice Regular Self-Reflection: Self-awareness is the secret to meaningful personal growth. Choose this if you'd like greater self-awareness or if you received feedback that takes you by surprise or you don't agree with - it could mean it is time to think deeper.

Give Back: Choose this if you'd like to strengthen your impact on others. Consider sharing your knowledge or more information, or coaching others etc. This is a good choice for those more senior in their careers who want to leave a strong legacy.

Negotiate for Success: Negotiating is a life skill. Choose this if you have important strategies, plans, priorities, and/or viewpoints that need strong alignment, or if you received feedback that you could, more effectively, manage stakeholders and/or resolve conflicts better.

Always, Always Have A Plan: This is about bringing better vision, direction, structure, priorities and/or discipline into your work. Choose this if you need more control over your work and/or if you received feedback that you need to elevate your role by redefining the goal posts.

Understand The Game: Choose this if you'd like to work more successfully within the system of the organization or if you received feedback that you need to better understand the bigger picture, better align with key stakeholders and/or implement important decisions.

For the MC Guiding Behavior and Winning Action Strategy you chose, write in this section:

(1) How you define success, and (2) your action steps. Discuss with your manager and continue to refine throughout the year.

Signatures

Typing your name and the date here constitutes a signature on this document.

Employee Signature

Date

Manager Signature

Date

HR Signature

Date

COACHING AND GROWTH CONVERSATIONS

It's all in the conversation! Talk often and revisit goals. Everyone benefits with more communication. The minimum required is to talk about your performance 2 times/year - at mid-year and end of year.

MID-YEAR FEEDBACK SECTION

Record here the highlights you want to cover in those conversations - include performance achievements, strengths, areas to improve, your personal growth and development, any new priorities/goal adjustments, and how you are feeling regarding your work and overall well-being.

Mid-Year Conversation: Employee Review

Mid-Year Conversation: Manager Feedback

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*Employee Signature
Date*

*Manager Signature
Date*

*HR Signature
Date*

YEAR-END FEEDBACK SECTION

Record here the highlights you want to cover in those conversations - include performance achievements, strengths, areas to improve, your personal growth and development, any new priorities/goal adjustments, and how you are feeling regarding your work and overall well-being.

Satisfied with current role/level

Desire for new role/level

Ready for new role/level

Year-End Conversation: Employee Review

Year-End Conversation: Manager Feedback

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Manager Signature

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HR Signature

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