



You can prepare for your Link by thinking about your recent and future work; looking back and looking forward. Before your Link, you can make notes to capture your progress and remind you about anything you'd like to talk about.

So what does **the difference I make** really mean?



**It's what you do** Your key personal achievements that contribute to your team, the business or our customers



**It's how you do it** The way you go about delivering those achievements, aligned to our values



**It's collaboration, how we work better together** The difference you make to and through others – sharing knowledge, contributing to their growth and success and building on their ideas. It means making the broadest difference, as this is when you have the greatest impact

Colleague name:.....

Line Manager name:.....

Date:.....

## LOOKING BACK

Q. What contributions have I made and **what was the resulting difference?**

	Colleague comments	
	Line Manager comments	

Q. Where could I have **made a greater difference?**

	Colleague comments	
	Line Manager comments	



## LOOKING FORWARD

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Q. What am I going to do to make **more of a difference**?

	Colleague comments	
	Line Manager comments	

Q. How will I **learn and grow** to make **even more of a difference**?

	Colleague comments	
	Line Manager comments	

You might not discuss this topic every time, but when appropriate; you may also want to think about:

Q. My career goals: How can I **learn and grow** to be the best I can be?

	Colleague comments	
	Line Manager comments	