



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	