

PERFORMANCE AND DEVELOPMENT REVIEWS

7TH September 2005

PDR HISTORY

- IIP assessment in 2003
- Development of PDR format with IIP champions
- Move away from old “ appraisal” approach

THE CHANGES.....

- Review approach of other institutions
- Advice from IIP assessors
- Aim for simplicity (KISS)
- Present format – comprehensive, but may lack focus

.....the preamble

- FAQs to be replaced by summary of purpose of PDR; its place in a continuous cycle of discussions and reviews; role of Heads of Division and timetable
- Emphasis on regular one to one discussions during course of year
- Importance of follow up
- More detailed information to be placed on HR website

- Heads of Division have responsibility for setting timetable for their respective areas and collating development needs information
- Managers and staff are responsible for following up agreed objectives and personal development plans on regular basis

.....and the form

- Reduced to six key areas
 1. The previous year.....how did it go? Did you achieve objectives set at beginning of year? How do *you* think you did?
 2. How did your learning and development activities help you do this?
 3. What are your key objectives for next year?

4. What learning and development opportunities do you need to achieve those objectives?
5. What are your longer term career aspirations? What knowledge and skills do you wish to develop?
6. A summary of the discussion as agreed with your manager.

.....and the follow up

- Prepare personal development plan (PDP) and agree with manager
- Follow up PDR and PDP at regular intervals
-which leads you nicely into your next PDR.....

PDRs are not about.....

- Pay and grading
- Detailed performance points which should be addressed as they arise
- Moans and whinges

.....and finally.....

- The PDR is part of a continuing discussion about performance and development
- Regular one to one meetings and follow up are equally important
- PDRs can benefit individuals, teams, managers and the organisation