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**How to prepare for a PDR meeting**

A PDR meeting should address two key areas – looking backwards to assess recent performance, and looking to the future to set objectives and expectation, as well as considering future development. A PDR should be a two-way conversation with input from the manager and the member of staff.

Preparation is essential for an effective performance discussion.

Managers should consider:

* Reviewing records from previous PDR meetings and 121 discussions.
* Taking feedback from other managers or stakeholders on the individual’s performance.
* Set the date for the meeting, giving the individual time to prepare and setting aside plenty of time for discussions.
* Set aside some time for reflection in advance of the meeting. Consider how the individual has performed against the requirements of the role and their objectives, and note down specific examples where possible.
* The following questions will help you reflect:
	+ In which areas has the individual performed well? What examples do you have of this?
	+ In which areas has the individual performed less well? What could be the reasons for this?
	+ What is the feedback from others on the individual?
	+ What development needs have been addressed over the review period?
	+ What development needs should be considered for the future?
	+ What can you do to support the individual with their performance and development?
	+ What challenges has the individual faced during the review period?
	+ What goals or objectives should be the focus for the future?
	+ What are the individual’s objectives for the short, medium and long term?
	+ Are there any issues of performance to be addressed?

See our additional guidance on completing the PDR meeting for more information.