**PDR development framework -guiding questions**

*Optional worksheet to prepare for a meaningful PDR conversation*

This worksheet can be used in addition to the PDR form to help form the basis of a meaningful performance and development conversation for Library staff. Staff members can work through this form individually or with their managers, to prepare before their initial PDR discussion. See the full framework on the [last page](#_x).

## Role expectations:

Refer to the job description for the role to clearly guide expectations about the day-to-day tasks, activities, and potential measures of success for the role.

**Please use some of these self-coaching questions as part of your preparation:**

Are you new to this role?

Is the job description clear? What elements of the job description need further discussion or clarification?

What do you need to do to meet or exceed expectations?

What elements of the role do you do well?

What do you feel less confident about?

Which elements of the job description do you feel are the most important?

Which elements of the job will bring the most satisfaction or challenge?

**Personal reflections**

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**Potential actions for this year**

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## Your objectives:

Annual performance objectives are the contributions that an individual makes to our strategic goals over a year. Objectives can be linked to our University strategy, I2030, Directorate priorities and team targets and indicate clear measures of success. It is helpful if managers are in a position to write and share their own, or any over-arching team objectives, so individuals can link their objectives to the teams, where relevant.

For more information about writing objectives, see [‘How to write SMART objectives’](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37146) guide.

Please use some of these self-coaching questions as part of your preparation.

* What are the key priorities for the team and Library and how can you help to meet them?
* What do you feel your contribution could be?
* What influence do you feel you have in contributing to and achieving strategic objectives? How can you contribute more effectively?
* Are there any specific elements of I2030 or Our Future that you would like to get involved with?
* How will you measure success?

**Personal reflections**

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**Potential actions for this year**

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**Note:** These actions should form the basis of your performance objectives in your PDR document.

## Values/Behaviours:

In addition to objectives, it is important to agree expectations of the behaviours needed to be successful in the role and team. The [Library Working Together Charter](https://livemanchesterac.sharepoint.com/%3Ap%3A/s/UOM-LIB-All-Library-Staff/ERlRb4jbt1hHniHRAK1tnFMBaP1JibE2CpHGGQZxL8r-fA?e=bKt2Tk), local team charters and [University’s Values](https://www.staffnet.manchester.ac.uk/our-future/our-values/) will all support this conversation.

Please use some of these self-coaching questions as part of your preparation.

* How would you describe your work behaviours?
* How does your work behaviour contribute to success? What works/doesn't work so well?
* Are there any concerns about ways of working and the embedding of hybrid working that could impact on your success in the role?
* How will you engage with others in the role? Think about the key relationships and what might make you more successful.
* What feedback might be helpful to you about work behaviours? Who do you need to ask or speak to?

**Personal reflections**

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**Potential actions for this year**

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**Note:** These actions should form the basis of your development objectives in your PDR document.

## Personal development:

Personal and professional development is one of the most important aspects of the PDR conversation for all staff to excel in their roles and contribute to the University's performance.

There is a useful SLD resource for individuals on [‘Creating your Personal Development Plan’](https://www.training.itservices.manchester.ac.uk/staff/SLD/Personal_development_plan/content/#/) and resources for managers on the [Managers’ Essentials](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/) site under ‘[Developing your People’](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/developing-your-people/) . SLD will be a key source of any general learning or development needs identified, although external sources may be necessary for more specialist development needs. It is important that we think creatively about other ways of providing development, for example experiential learning, coaching and mentoring, or conference attendance. These objectives should embrace the [70:20:10 model](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/developing-your-people/how-we-learn/)

Please use some of these self-coaching questions as part of your preparation.

* What are your/their career goals? What development aspirations do you/they have?
* What experience, training or development do you/they need to be successful in your/their objectives or career progression?
* What support do you/they need from me/others to contribute to your/their success?
* How and when will you know if you/they have succeeded?
* What are the immediate development priorities and what are the longer-term goals? (be realistic about what might be achievable in the current year)

**Personal reflections**

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**Potential actions for this year**

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**Note:** These actions should form the basis of your development objectives in your PDR document.

**Development framework**