

Top Tips – to help prepare for PDR conversations

Prepare

PDRs are very important to your team and their opportunity to hear from you and others on how valuable their contribution has been and how they can develop even further. Take time to prepare before each PDR to ensure that you and your team get the most out of the conversation.

Be Inclusive

Use inclusive language, acknowledge diverse thinking and contributions. Use the PDR to get to know more about your team and what is important to them. Get feedback from multiple diverse sources

Feedback

Feedback on Performance and Development objectives. Let your team know what you think has gone really well and what you value about their contribution. Feedback what you think could have gone differently and why.

Support

Don't forget to ask your team what additional support they need from you. Ask for feedback on you as a line manager, what you do well and what you could do differently. It is your opportunity for improvement too

Development

If you are not sure how to carry out a PDR or are doing one for the 1st time, there is plenty of online resources on StaffNet to help you carry out a brilliant PDR for your team.

Celebrate

Make a habit of celebrating successes. Reinforce in PDR but also make it a feature of regular conversations. Words like “that’s valuable”, “thank you” are powerful words. For more formal recognition, consider REP, DAA and Promotions

Goal Setting

Discuss and agree focus for the next year. Link individual goals to team goals, school, faculty and University priorities. Where possible set common team goals to encourage collaboration.

Career and Growth Goals

Take the opportunity to speak to your team member about their career goals and aspiration. What skills / knowledge/ experience would they like to develop? What stretch opportunities might there be for them.

Encourage discussion around successes, achievements as well as what could have gone better.

Look back: Look forward. Look back at previous successes and development areas. Look forward to next year’s goal focus and development.