

Planning, Development & Review Preparation Template

It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for objective setting conversations and development conversations.

Preparing for... **an objective setting conversation**

1. What are the Key Result Areas of my role (based on my position description and plans for the school/branch/area)

2. What are some objectives that might fall out of my KRAs that are appropriate for my role?

3. How can the objectives be measured? What sources of evidence, data, and feedback are available to enable on-going review?

Preparing for...**a conversation about my development needs**

1. What is my development focus in terms of meeting my objectives for the year?

2. What direction would I like my career to go in? What do I need to develop to get there?

3. In what ways can/will I develop the capabilities needed in my role, for the future and to achieve my career aspirations?

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It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for your mid-term review.

Preparing for... **my mid-term review**

1. How am I tracking against my objectives?

2. What are achievements/successes have I had over the past 3-6 months? (examples)

3. What challenges am I facing in meeting my PDR objectives?

4. What support do I need to achieve my objectives by the end of the year?

5. Do I have any feedback for my supervisor in how they can best support me in my work?

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It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for your final review.

Preparing for...**my final review**

1. Have my PDR objectives been achieved?

2. What are achievements/successes have I had over the past 12 months? (examples)

3. What challenges did I face in meeting my PDR objectives and how did I overcome these?

4. Do I have any feedback for my supervisor in how they can best support me in my work?