



Planning, Development and 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?