

Managers' update

Dear ,

This year's PDR cycle is open until 31 December 2023. I wanted to provide a reminder of the PDR guidance that is in place for you and your team.

By 31 December, we ask that all colleagues have a PDR conversation which is structured as follows:

Looking back

- Review progress against objectives that were set last year, both in relation to work and their development so that we can recognise and value the contribution made by each individual, and collectively in teams.

It's also an opportunity to reflect on what has supported their wellbeing.

Looking forward

- Agree objectives specific to the individual's role and connected to team and service/school plans.
- Discuss development needs and career goals and agree any development to be undertaken in the year.
- Identify what's needed to continue to support and enhance their wellbeing.

Our organisational values form an integral part of PDR discussions by encouraging conversations about how we deliver our work. This might include how the values show up in our interactions, how they shape meaningful feedback and how they help us to set realistic objectives. Our resources will support you with this.

PDR mentors

For those who are new to leading PDRs at Leeds Beckett, this year we are also offering the opportunity of a one-to-one conversation with a PDR mentor. To request a mentoring conversation, please contact the People & OD Team at pod@leedsbeckett.ac.uk

Actions –

- The PDR webpage has further guidance and, if you've not already done so, schedule your PDRs in the diary. We will be signposting our PDR webpage and resources to all colleagues again via the next LBU Voices.

- We use iTrent to record PDR discussion dates and outcomes. Our '[quick guide to what happens and when](#)' will help, along with our bite-sized video guides to the system.
- Ensure that PDR activity is updated on iTrent by 31 December.

Please cascade the information about the support and resources available to all colleagues in your team.

Best wishes

Sarah Swales

Deputy Director of Human Resources