PREPARING FOR MY PDR

This guide is aimed at helping you get the most out of your Performance and Development Review. Ideally, you can refer to this at least a week before your review so you have time to reflect on the questions.

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PDRs in the current climate
We’ve adapted the following questions to consider a variety of colleagues’ working patterns including on campus, remote and hybrid working. When planning ahead, it might not always feel realistic to set goals for 12 months’ time, so consider breaking plans down into smaller, more manageable periods. PDRs are also a natural opportunity to begin conversations about LBU’s values and how they connect with your work, we have included some ideas for this throughout the guide, although you might want to come up with your own.

Looking Back – 3/6/12 months
• What did I achieve?
• In what ways has my role changed?
• What did I do particularly well?
• What could have been better?
• How have I handled change?
• What have been my main successes since my last review?
• How have the LBU values shown up in my work?
• How would I rate the support I have received?
• What development have I taken part in?
• How has this helped me?

Present
• How do I feel now?
• What’s my workload like now?
• What challenges am I facing?
• Which LBU values do I connect with most, and why?
• How is my wellbeing?
• How are my working relationships?
• How could I be stretched?
• What resources/conditions/support do I need to be at my best?

Future 3/6/12 months
• What would I like to focus on in the next 3/6/12 months?
• What new responsibilities could I take on?
• What development do I need in order to achieve my objectives?
• How can LBU’s values help how I do things?
• What skills or knowledge do I have that is under-utilised?
• How could I be even more valuable to my team?

Tip
What feedback have you gathered over the last 12 months to support your PDR conversation?

Remember
that development can take many forms. You might listen to a podcast, write a blog, read a book, watch a Ted talk, attend a webinar, join a new project team, deliver a presentation, access coaching or mentoring or many others.

Source: Taken from Good Practice resources, accessed via the Advance HE Knowledge Bank, Emerald Works 2020, June 2020. Preparing for my personal review meeting and preparing my personal development plan.
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Receiving feedback
An important part of your PDR will be reflecting on your performance and development with your manager. It will really add depth and balance to the feedback if you can contribute with your own views. A top tip is to keep in mind that good, constructive feedback is for the person, not about the person.

Giving feedback
Ask yourself the following questions to help you think through the feedback you want to give in your PDR: What’s working well? (consider the team, your manager’s style, LBU’s values, systems, processes, etc.) Suggest and explore better ways of team working. How might you improve working practices? What could your manager or colleagues do differently to help enhance your performance? Use specific examples, if possible.

After your PDR
Your PDR will be less useful if it is treated as an annual, stand-alone event. After your meeting, ensure you get from your manager or write yourself (depending on what has been agreed), a short summary of the objectives and development goals agreed. iTrent self-service has an objective recording area which can be very helpful to keep track of progress.

Make sure a meeting is scheduled to review your discussions for the coming months or build these check-ins into your more regular one-to-ones. Keep your own personal development plan up to date and continue researching options for meeting your development needs.

Getting the most out of a remote PDR
Virtual PDRs can be extremely effective. Many of our colleagues now experience some form of hybrid working, so you might like to agree with your manager whether your PDR conversation will be in person or virtual.

Either way, PDRs are still a valuable ‘check-in’ to ensure you have the right support in place, are clear on your work priorities and your development needs are met.

Here are our 5 top tips for a remote PDR:
• Allow sufficient time in your diary with a gap before and after the PDR to ensure you’re coming in with a clear frame of mind. Are you a morning person or better in the afternoon? Ask your manager to arrange the PDR at whatever time of day you are at your best.
• Choose a quiet space away from distractions. If this is difficult, consider splitting the meeting into 2 or 3 smaller sessions. Remember to turn off your email and set Skype to do not disturb.
• Choose your medium - decide whether you would get more out of the PDR via video or voice call, agree this with your manager in advance so both of you are clear.
• Prepare your answers to the questions in this guide in advance and have them to hand, but remember to keep focused on the conversation and not feel constrained by paperwork or forms.
• Always ask for a short break if needed.

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