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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 the colleagues who will continue to work remotely. It might not be feasible to look ahead 12 months, so consider breaking plans down into smaller, more manageable periods of time. There is a section on remote PDRs at the end of this guide.

Looking Back – 3/6/12 months

- How well did I meet my objectives from last year?
- 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 coped with change?
- What have been my main successes since my last review?
- 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?
- 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 tackle in the next 3/6/12 months?
- What new responsibilities can I take on?
- What development do I need in order to achieve my objectives?
- 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.

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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, culture, your manager's style, systems, procedures, etc.) Suggest and explore better ways of working together. 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 effective 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. Ensure 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 would argue that it's more important than ever that PDRs are used as 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 on remote PDRs:

- 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 and if you live with others, ask for some quiet during the meeting. If this is difficult, consider splitting the meeting into 2 or 3 smaller sessions. 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 everyone is clear.
- Prepare your answers to the questions in this document in advance and have them to hand but remember to keep focused on the conversation and not feel constrained by paperwork or forms.
- Stand up on the call if you can and don't be afraid to ask for a quick break if needed.