



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.

PDRs at Leeds Beckett University

The following self-reflective questions are designed to help you consider your progress, achievements and future plans before your PDR meeting. PDRs are also a natural opportunity for conversations about LBU's values and how they connect with your work, so we've also included some questions about the values throughout this guide.

Looking back

- 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?

Things to consider:

When planning ahead, it might not always be realistic to set goals for 12 months' time. Consider breaking plans down into smaller, more manageable periods.

Present

- What's my workload like now?
- What challenges am I facing?
- Which LBU values do I connect with the most and why?
- How is my wellbeing?
- How are my working relationships?
- In which areas of my work would I benefit from stepping outside of my comfort zone?

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.

Looking forward

- What would I like to focus on in the next 3/6/12 months?
- What development do I need in order to achieve my objectives?
- How can LBU's values inform my objectives?
- What aspirations do I have for my career or my current role? What are my timescales?
- What skills / knowledge do I have that is underutilised?
- What support do I need and from who?

Creating the right environment

PDRs are 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 tips to make sure you and your manager create a positive environment that is right for you:

- Whilst we recommend holding PDR meetings in person wherever possible, virtual PDRs can also be effective. Allow sufficient time in your diary with a gap before and after the PDR to ensure you're coming with a clear frame of mind.
- Are you a morning person or better in the afternoon? Agree with your manager to arrange the PDR at whatever time of day you are at your best. If you're meeting virtually, remember to turn off your email and set Teams to do not disturb.
- If there's a lot to cover, you could request that the meeting is split into 2 shorter sessions.
- The answers you've prepared in this guide into the meeting as a memory aide. This isn't essential - remember above all this is an opportunity to have a conversation about you and your work, and not to be constrained by paperwork.

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 respond 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:

- How might you improve working practices?

- What about systems or processes?
- How could the team work better together?
- How can you use the LBU values to improve the delivery of your work?
- What could your manager or colleagues do differently to enhance your performance?

Use specific examples where 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 more regular one-to-ones. Keep your own personal development records up to date and continue researching options for meeting your development needs.

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.