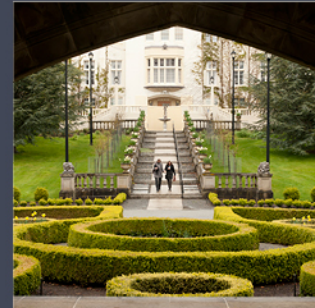


# PERFORMANCE & DEVELOPMENT PLANNING (PDP)

2017-2018



**Royal Roads**  
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# AGENDA

## The PDP Process

- Our organizational values & goals
- The purpose of PDP
- The phases in the PDP process
- Planning: Our individual goals and competencies
- Performance: What's happening during this phase?

## The e-PDP Tool

- Overview and orientation
- Documenting the PDP phases
  - *Planning & 1<sup>st</sup> Performance Phase*
- Walk through & play time!



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# RRU: OUR ORGANIZATION

# OUR CORE VALUES

## WE ARE:

### Caring

Creating an inclusive, supportive community for our students and staff

### Accountable

By being comfortable with delegation and taking responsibility for our actions in a performance based culture.

### Creative

Committed to innovation in our teaching and learning model and continuing questioning how and why we do things.

# OUR GOALS

- Lead change and advance demand-driven growth in high-quality, effective education and research that contribute to economic productivity, social advancement and environmental sustainability.
- The university of choice for relevant applied and professional education providing continuous opportunities to learn and transform lives and careers.
- A financially sustainable, high-performance organization.
- A workplace of choice supporting professional and personal success.
- A university with strong partnerships, supportive to our alumni and the communities we serve.
- A leader in sustainable stewardship which meets the needs of the present without compromising the ability of future generations to meet their own needs.





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# THE PDP PROCESS WHY?

# PURPOSE

## The value for you... and for RRU

- helping us understand how we can best contribute to university goals
- ensuring that we feel valued and supported in performing our jobs
- enabling employees and managers to work collaboratively to set performance and development goals

# PURPOSE

## The value for you... and for RRU

- Ensuring RRU's workforce remains competitive within the sector and able to respond to business opportunities
- Actively supporting a culture which encourages us to monitor and discuss progress on a regular basis, to coach and mentor others in a meaningful way, and to recognize the achievement of both personal development goals and organizational objectives



# PURPOSE

## Key attributes of the PDP process:

- Shared 'partnership' between employees and managers in creating, reviewing, and achieving goals and demonstrating the university's core values of **caring**, **accountability** and **creativity**
- Emphasis on regular supportive conversations between employees and managers (**Meaningful Conversations**)

# PURPOSE

## Key attributes of the PDP process:

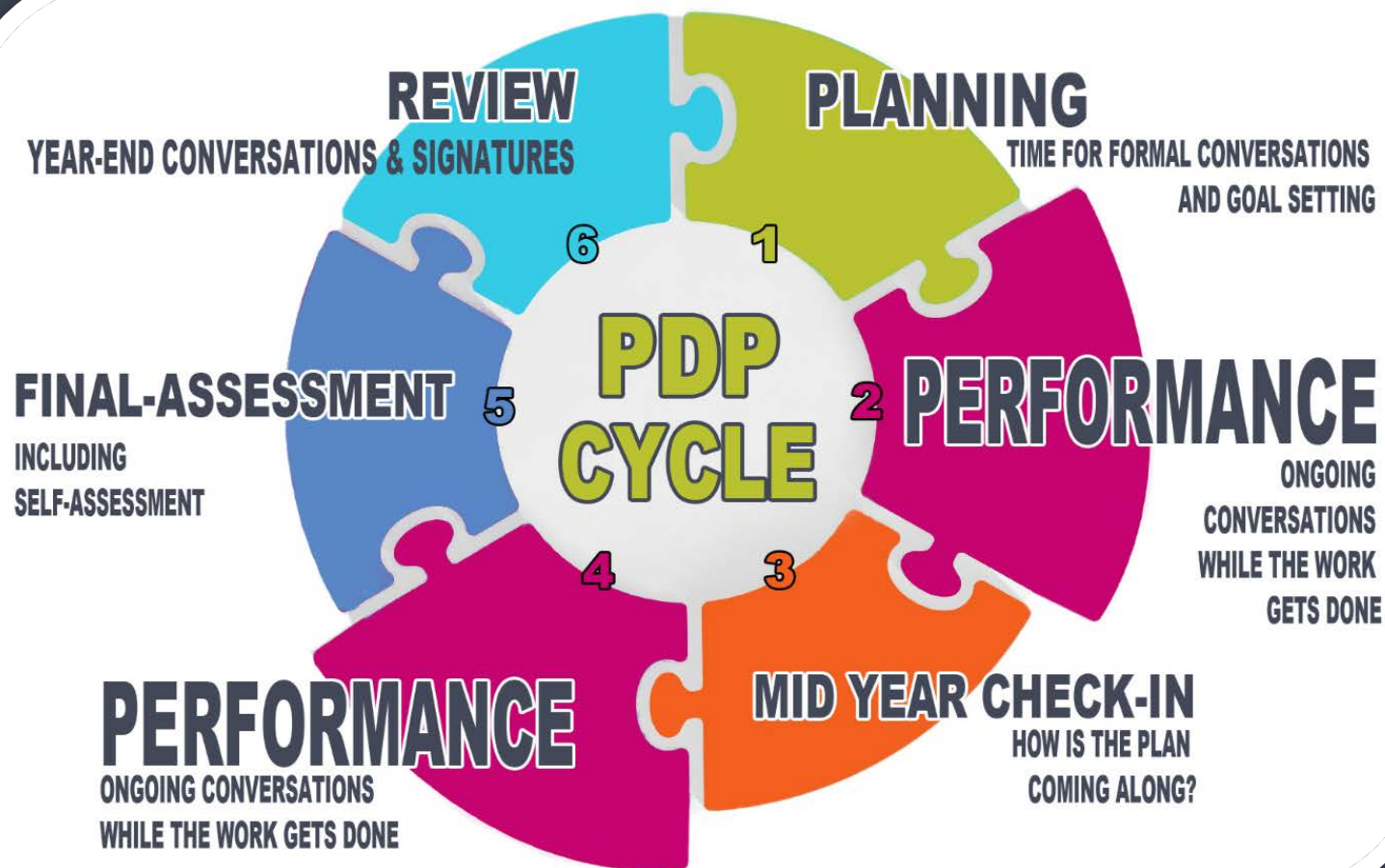
- Balanced focus on strengths and areas for further development ([lynda.royalroads.ca](http://lynda.royalroads.ca), etc.)
- Self-assessment and accountability
- Managers as coaches and mentors
- Opportunities for support, recognition and development ([Meaningful Conversations & lynda.royalroads.ca](http://Meaningful Conversations & lynda.royalroads.ca))



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# THE PDP PROCESS WHAT & HOW?

# 6 PHASES OF THE PDP PROCESS



# PLANNING

## Plan the work:

While reviewing the past year, look ahead to the coming year and discuss together:

*What work do we need to accomplish within our teams and our individual roles to support RRU's goals?*

**=Meaningful Conversations**

**= Departmental GOALS**

**= Individual GOALS**



# PLANNING

## Plan the work:

While considering individual goals, discuss together:

*How will our goals be achieved and what do we need to accomplish our work?*

**=Meaningful Conversations**

**=Values-based Competencies**

**=Developmental GOALS**

# PLANNING

## Plan the work:

What do we mean by: **Competencies**?

**Competencies** are the *How* in our work; they are the skills, knowledge and behaviours that are required for successful performance.

Examples: Teamwork, Quality

# PLANNING

## Values-based Competencies

RRU'S CORE VALUES: CARING, ACCOUNTABLE & CREATIVE						
14 VALUES-BASED COMPETENCIES						
Student/Client focus:	Leadership:	Social, economic & environmental responsibility:	Honesty, respect openness:	Quality:	Coaching & feedback:	Developing self and others:
maintaining student/client focus, understanding their needs, providing realistic commitments and taking responsibility for delivering on those commitments	inspiring and energizing self and others to achieve personal and organizational success	consciously making sustainable choices that foster a healthy social, economic and environmental future	acting with openness, honesty and respect in all that we do	striving for the highest standards in self and the organization	providing support, guidance and feedback to help others meet challenging objectives and performance goals	finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others
Results focus:	Business awareness:	Flexibility/facilitating change:	Communication:	Future thinking/ Innovation (Problem solving & Creativity):	Relationship management:	Teamwork:
maintaining a focus on the important issues to achieve and improve results; ensuring a strategic to drive successful outcomes	maintaining an awareness of and applying sound business principles and effective operational practices	Receptive to change; positively adapting and effectively working within a changing environment; seizing opportunities and maintaining focus on the important issues	exchanging information and ideas with others to promote effective discussion and decision-making; promoting 2 way communication	generating and implementing creative solutions to achieve RRU's strategic goals; anticipating, conceptualizing and /or communicating future events trends and opportunities; supporting innovativeness and exploration	working to build effective contacts with internal and external individuals whose co-operation is important to present and/or future success	working collaboratively with others to build supporting working relationships where people actively share information, support diversity, rely on each others' expertise and deliver on commitments; supporting diversity as a means to achieve effective teamwork

# PERFORMANCE

## Work the plan:

- Day to day work, day to day conversations
  - Document highlights through *PDP journal entries*
- Special projects, ad hoc assignments, unplanned events
  - Document progress/updates through *PDP journal entries*
- Regular **Meaningful Conversations**
  - Document the important points or outcomes through *PDP journal entries*

# PERFORMANCE

## Work the plan:

- **MORE** day to day work, **MORE** day to day conversations
  - Document highlights through *PDP journal entries*
- **MORE** regular **Meaningful Conversations**
  - Document the important points or outcomes through *PDP journal entries*
- Achievement of developmental and work goals
  - Document through *PDP journal entries*... and celebrate!!!





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# E-PDP: THE TOOL

# HUMAN RESOURCES WEBSITE - PDP

## HUMAN RESOURCES

RRU Employment

Benefits

Employee Recognition

Performance & Development...

Professional Development

Occupational Health & Safety

### Contact Us

PDP Support

Please contact us with your  
questions or comments.

EMAIL US



VIEW OUR  
CAMPUS

## Performance & Development Planning



### The value for you... from the Performance and Development Planning (PDP) process.

Effective performance management and development are essential for helping us understand how we can best contribute to university goals; and ensuring that we feel valued and supported in performing our jobs.

Key objectives of the Performance and Development Planning (PDP) process enable employees and managers to work collaboratively to set performance and development goals to ensure RRU's workforce remains competitive within the sector and able to respond to business opportunities. The process actively supports a culture which encourages us to monitor and discuss progress on a regular basis, to coach and mentor others in a meaningful way, and to recognize the achievement of both personal development goals and

## JOB POSTINGS

### EMPLOYEE TOOLS

EMS Campus

CAMP

Computer Services

e-PDP

Forms

Job Evaluation

Lynda.com

Media Support Services

Order Stationery

Pay Statements

Payroll

Peacock Award Nomination

Peacock Award Overview

Physical & Environmental  
Resource Requests

Reader Board Submissions

Staffing Requests

Student Groups

Log out

# YOUR DASHBOARD

Employees ▾ Search... 🔍



[Home](#) [My Employees](#) [Recruiting](#) [Performance](#) [Career Center](#) [Reports](#)



## Main Dashboard

Get More Widgets

### Alerts

- Your appraisal (March 30th Test (no schedule)) is awaiting your signature.

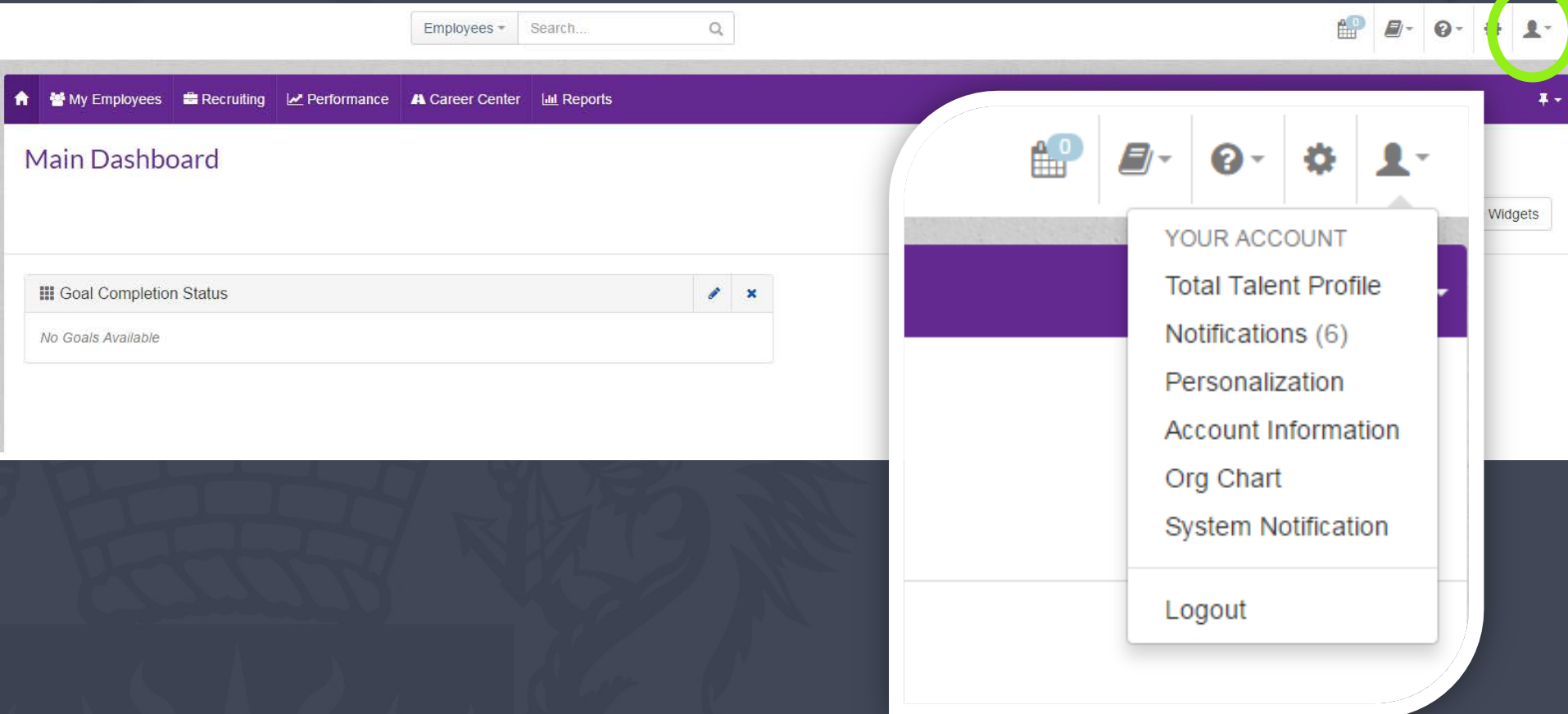
### Active Appraisals



There is no data to display.

THIS IS WHAT YOU'LL SEE WHEN YOU  
LOG INTO THE e-PDP SYSTEM

# YOUR DASHBOARD - PROFILE



The screenshot shows the Royal Roads University dashboard interface. At the top, there is a navigation bar with a search bar labeled "Employees" and a search icon. Below this is a purple header bar with navigation links: Home, My Employees, Recruiting, Performance, Career Center, and Reports. The main content area is titled "Main Dashboard" and features a "Goal Completion Status" widget showing "No Goals Available". On the right side, a user profile icon is circled in green, and a dropdown menu is open, displaying the following options: YOUR ACCOUNT, Total Talent Profile, Notifications (6), Personalization, Account Information, Org Chart, System Notification, and Logout.

Employees Search...

Home My Employees Recruiting Performance Career Center Reports

Main Dashboard

Goal Completion Status

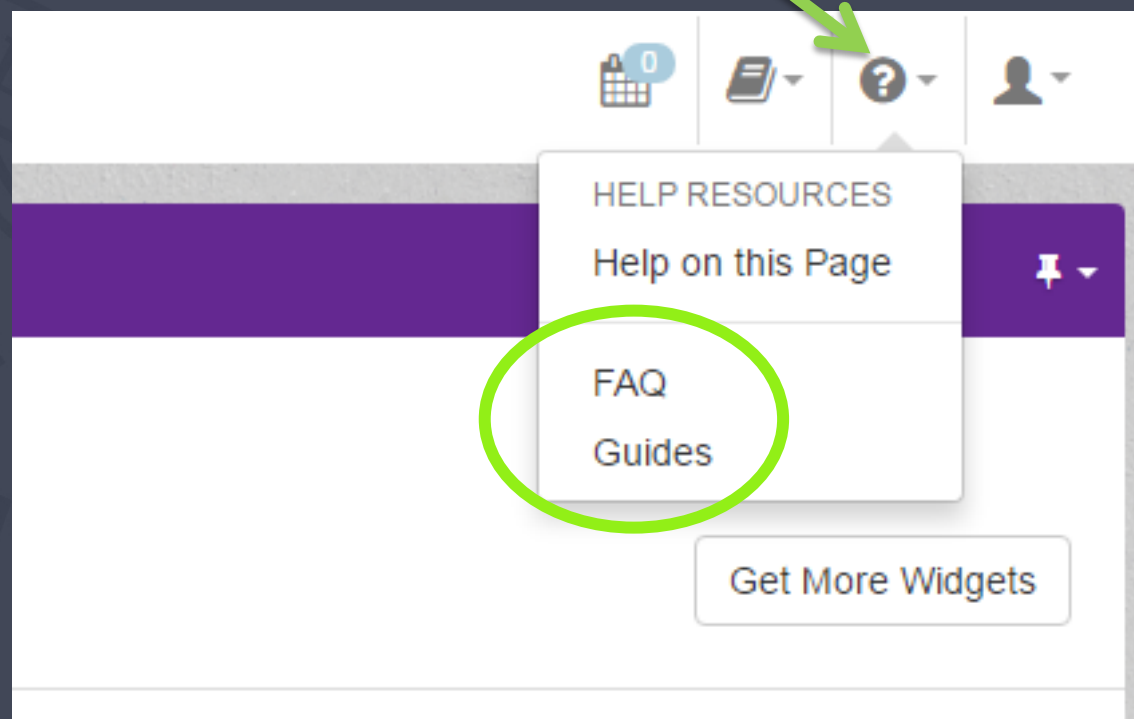
No Goals Available

YOUR ACCOUNT

- Total Talent Profile
- Notifications (6)
- Personalization
- Account Information
- Org Chart
- System Notification

Logout

# YOUR DASHBOARD - RESOURCES







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# THANK YOU