

The PDP meeting: Suggested conversation points

(for employees and/or managers)

In order to facilitate a meaningful conversation during a Performance and Development Planning (PDP) meeting (mid-year check-in or year-end review), the following are some suggested points to think about in preparation for your PDP conversation(s). These points are not intended to limit you in any way, but to help you consider topics that are important to you to discuss.

GOALS:

- Do they still make sense; are they still relevant and reflecting the actual work (including day to day work)?
- Do they need revision (either content or weighting) and why?
- Has there been any notable work undertaken that doesn't relate to one of the goals?
 - If yes, consider why and whether it should be added as a goal or a journal entry.
- Are there new goals that need to be added (and if so, how should weightings be adjusted)?
- Have there been challenges and/or successes to date related to the goals?
 - Have these been documented through journal entries within the e-PDP?

COMPETENCIES:

- Do they still make sense; is it clear how these will contribute to success?
- Have there been challenges and/or successes to date related to the competencies?
 - Have these been documented through journal entries within the e-PDP?

DEVELOPMENT:

- What development was originally planned and has it been started/completed yet?
 - If development has been completed, has it been documented through journal entries within the e-PDP?
- Are there new development opportunities that can be considered instead of, or in addition to, those which were originally planned?
- How has (or will) the development contributed to the work, the achievement of goals and/or future career growth?

OTHER:

- Have conversations been happening on a regular ongoing enough basis for both of us?
- What's working well? Is anything not working well?
- What does the other person need from me?