

**Personal Development and Performance Review (PDPR)**

**Dedicated discussion about you, your role and your career aspirations**

This template is to support your PDPR discussion and to capture the key points. The sections expand so you can add as much detail as you want. A prompt document is available on [People First](https://peoplefirst.nhsbt.nhs.uk/pdpr.htm) to support this. Your progression should be discussed as part of your on-going one to one meetings with your manager. Review the [performance discussions](https://peoplefirst.nhsbt.nhs.uk/pdpr.htm) learning resources on People First for further guidance.

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|  | **You** | **Your Manager** |
| **Name** |       |       |
| **Job Title / Team** |       |       |
| **Date of Discussion** |       |       |

**Performance focus (refer to prompt document)**

Summarise your main achievements over the last 12 months and your **priority objectives** that you will focus upon over the next 12 months.

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| **Review of previous objectives and achievements from the last 12 months** (this section expands) |
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| **Objectives for next 12 months** (this section expands – optional additional form available on People First) |
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| **Stage of Development: based on how you have delivered your role over the past 12 months (tick the relevant boxes below)** |
| PERFORMANCE | [ ]  Developing into role | [ ]  Consolidating in role | [ ]  Achieving in role | [ ]  Excelling in role |
| BEHAVIOURAL | [ ]  Developing into role | [ ]  Consolidating in role | [ ]  Achieving in role | [ ]  Excelling in role |
| LEADERSHIP | [ ]  Developing into role | [ ]  Consolidating in role | [ ]  Achieving in role | [ ]  Excelling in role |
| **OVERALL** | [ ]  Developing into role | [ ]  Consolidating in role | [ ]  Achieving in role | [ ]  Excelling in role |

**Confirmation that performance has satisfactorily met organisational standards (tick the relevant box below)** [ ]  Confirmed

**Exploring your career aspirations (refer to prompt document)**

What is your longer-term career ambition? This could be a job role move within NHSBT, an aspiration to move to a different role outside of NHSBT or your aspirations in your current role.

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**Enabling NHSBT to be a more Diverse and Inclusive place to work (refer to prompt document)**

How are you going to develop your knowledge, skills, behaviours or awareness in diversity and inclusivity?

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**Aspiration and development focus (refer to prompt document)**

Review the below areas and discuss where you feel you fit within this. Your manager will provide feedback. Circle the most appropriate option below that you and your manager have agreed.

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| **You are a new starter** (less than 12 months).Focus on development in current job role in plan below. | **You are continuing to develop and aspire in your current role**; continue to focus on developmental areas identified.Focus on current job role in plan below. | **You are interested in future progression and have/are identifying development to support with this**.Include development for current job role and future progression in plan below. | **You have been identified as being ready for progression. Your aspiration is within your current job role.** Youmay be interested in progression ***in the future,*** *however not now.*Focus on current job role development and stretch in plan below. | **You have been identified as being ready for progression and you’re interested in this now.** Include any areas of further stretch in the plan below. |

**Personal development plan (refer to prompt document)**

How can we support you in your job role and provide opportunities for your career ambition to be achievable? Are you fully compliant with your mandatory training?

 Consider activities that support the 70:20:10 model for effective learning: 70% practical on-the job, 20% through discussion and 10% through attending taught programmes. This does not mean only attending courses, focus on options to expand your skills through practice and experience that supports your job role and your career aspiration as well.

| **Area for Learning** | **How will this support you?** | **How will this benefit your team and NHSBT?** | **Timescale** |
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**Additional comments (refer to prompt document)**

Please use this space to discuss any areas of concern or opportunity. Such as, your mandatory training, professional registration renewal or revalidation (e.g. NMC), health and well-being, further achievements, service improvement and relationships at work, contributions you have made to further NHSBT’s Inclusion ambitions

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**Report your PDPR discussion by completing the Reporting Tool; available by clicking** [here.](https://nhsbt.onlinesurveys.ac.uk/pdpr-reporting-tool)