h

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

**Prompts**

This document provides example prompts for everyone, whether you’re a manager or employee, to consider for preparation and use during a [PDPR](https://peoplefirst.nhsbt.nhs.uk/pdpr.htm). The headings reflect the PDPR form template with prompts to support. A response isn’t necessarily required for every question – these are examples for you to think about and then focus on the key areas during your discussion. For further support in preparing and holding PDPR discussions, review our [performance management learning resources.](https://peoplefirst.nhsbt.nhs.uk/pdpr.htm)

|  |
| --- |
| **Performance focus** *(there is an optional objectives sheet available on People First, if needed.)*   * What have been your achievements in the last year? * What challenges have you experienced? (personal and work related) * What are your strengths? How can you make the most of them and continue to grow them? * What do you feel your areas of improvement are? How can these be supported? * If you had the opportunity, what would you stop, start and/or do more of in your job role? For example, what do you not like doing (why?), what do you enjoy (why?) and where are the opportunities to do more? * What are your key areas of focus for next year? (*consider both* ***work and behavioural*** *objectives linked to your job role and career aspirations*) * Have you achieved organisational standards in the last 12 months? Such as met your work and behavioural objectives, not on a stage within the capability and/or disciplinary policy, achieved all of your mandatory training requirements, met the competencies for your role, continually demonstrate our values and behaviours) * For people managers (line managers), do all of your direct reports have a recent (in the last 12 months) PDPR and are compliant with their mandatory training? |
| **Career aspirations**   * What is your ultimate career ambition? *Check out* [*NHSBT careers*](https://www.nhsbt.nhs.uk/careers/) *and/or our* [*Career Development Tool*](https://peoplefirst.nhsbt.nhs.uk/Learning-and-Development/career-development-toolkit.htm) *to support you with this.* * Where do you see yourself in 2 to 5 years’ time? * What knowledge, skills and abilities do you have that will help you progress? * What do you see as being the barriers to achieve this? How can these be removed? * What do you envisage being your milestones to get there? * What support do you feel is available within NHSBT and wider to support your ambition? Consider the 70:20:10 learning model (see [PDPR form](https://peoplefirst.nhsbt.nhs.uk/pdp-induction-and-pdpr.htm) for clarification).   *It’s fine for your career aspiration to be within your current job role. This is a personal choice and any aspiration may change in the future.* |
| **Aspiration and development focus**  Review the 5 blue boxes on the PDPR template and identify the box that most reflects you currently, as follows:   * First box - Are you a new starter (last than 12 months in role)? Focus on developing your knowledge and skills in your current job role. This should be reflected within your learning and growth plan on the PDPR form. * Second box – Have you been in post for longer than 12 months and continuing to develop your knowledge and skills within your current job role? This should be reflected within the learning and growth plan. * Third box – Are you fully performing in your current job role and interested in future progression? Explore and identify your development to support you with this. Focus your learning and growth plan on any developmental areas for you to excel in your current job role and to support you with your aspirations. Check out NHSBT’s developmental support on [People First](https://peoplefirst.nhsbt.nhs.uk/learning-and-development/). * Fourth box – Are you excelling in your job role and been identified as being ready for progression now? Your aspiration is however within your current job role and you’re not interested in exploring progression opportunities at this time. You may be interested in progression in the future, however now is not the right time for you. Your learning and growth plan should focus on stretch within your current job role. * Fifth box – Are you excelling in your job role, been identified as being ready for progression now AND you’re interested in exploring this now. Your learning and growth plan should focus on any further stretch to support your progression. Some areas for you to consider your plan and next steps are:  |  |  | | --- | --- | | **Criteria to consider for identifying next steps senior leadership development / positions** | **Met (Y or N)** | | You are in a people manager (line manager) and/or senior leader position – if not, what is your plan to achieve this? Include this within your learning and growth plan (see below) |  | | Have been identified as a successor (on the corporate succession plan) or as high-potential for senior leadership talent – please indicate any learning needs as part of this nomination. LPC will notify your directorate SMT to explore this further with you. |  | | Already completed [management and leadership development](http://nhs-bt.nhs.sitekit.net/Learning-and-Development/leadership-and-management-development.htm) relevant to your job role; review the development available on People First |  | | Attained the professional and technical aspects of your job role or job role identified as progression |  | | Be highly performing and competent in your job role – *‘highly capable and meeting all performance and behavioural objectives for at least the last 18 months’* |  | | Hold a recent PDPR, which includes a learning and growth plan and CPD |  | | Full support from your line manager for any ‘off’ and ‘on the job’ learning as part of your agreed learning and growth plan |  | | Meets the requirements for pay progression (mandatory training is compliant, not on a formal stage of the disciplinary and/or capability policies, if a people manager, can demonstrate that all direct reports have a PDPR and mandatory training compliant) |  |   For those who have been identified in the fifth box of this section and meet the above, please indicate on the PDPR Reporting Tool upon completion of your PDPR discussion. This will notify the LPC Team, who will then flag this with your directorate SMT to explore your inclusion on the corporate succession plan and/or talent management identification for senior leadership. |
| **Personal development plan**   * What support do you need over the next year for your performance focus, career aspirations and talent focus objectives? Consider the 70:20:10 learning model (see [PDPR form](https://peoplefirst.nhsbt.nhs.uk/pdpr.htm)). * Is your mandatory training fully compliant or a plan in place to ensure this occurs? * Are there any internal or external opportunities for you to consider? (For example, extra duties, projects, coach, mentor, shadowing, development programmes, apprenticeships). Consider arranging a shadowing opportunity yourself! This does not need to be long in duration. |
| **Additional comments**   * Are there any opportunities or concerns that you want to discuss? * Are there any health and well-being matters? Review of tailored adjustment agreement? * Is there any additional support that needs to be considered? * Are there any opportunities to create a more [inclusive working environment](https://nhsbloodandtransplant.sharepoint.com/sites/DiversityandInclusion)? * Are there any service improvement areas that could be discussed? * Is your professional registration up to date or coming up for renewal or revalidation? (e.g. NMC; if required) * Pre-plan your informal one to one discussions throughout the next year and your next PDPR * Anything to raise or discuss? This could be work or personal related where support may be required. |

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