

# Reviewee's – Preparing for your PRDP

Your PRDP is an opportunity for you to share with your manager progress you have made towards your objectives and discuss any concerns, development needs and career aspirations you may have. There are two steps to a successful PRDP conversation:

- 1) Reflecting on what you have done
- 2) Knowing where you want to go

Use this handout to help you reflect on what you have done and consider where you want to go! You should also use your previous PRDP form to help you prepare:

## 1) Reflecting on what you have done

*What are your current objectives and how have you progressed towards them?*

*How competent do you feel now? What development have you done to get here?*

*How have you improved? What successes have you had?*

*What recent development or training have you had? How have you used it in the workplace? What impact did it have?*

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## 1) Reflecting on what you have done continued...

*What feedback have you had from colleagues, customers or stakeholders about your work?*

*What support is outlined in your PRDP to help you achieve your objectives?*

## 2) Knowing where you are going...

Spend some time thinking about the questions below which are designed to help you consider your future. This will help you have a clear mind in your PRDP about what you want to achieve and come up with a personal development plan to ensure you get there!

**NB** – it may be that you are perfectly happy in your current role, this is absolutely fine. However it is still important to consider areas you would like to improve and develop in. There is always a need for you to keep up to date with the changing workplace environment. You can use this space to plan how you can be the best you can be at your current job too.

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## 2) Knowing where you are going

*Where do you want to be in 6 months time? How will you get there?*

*Where do you want to be in 1 years time? How will you get there?*

*Which aspects of your role really interest you and you would like to learn more about?*

*What future roles do you aspire to?*

*Who do you consider a role model within your department/field? How can you learn from them?*

*What development or training would you like to undertake?*

*What skills would you like to develop?*

*What will your immediate next steps be after your PRDP?*