

Reviewer's – Getting the most out of your PRDP's

PRDPs are an opportunity to spend time with your team members, review the past year and how they have worked on their objectives, and prepare for the future. They are a key part of developing and supporting your team. The important thing to remember is that although the PRDP is a process designed to provide recognition of the years work and development you should be having ongoing conversations development discussions with all of your team. As with everything, preparation is key! This template is not compulsory or exhaustive but it should help you feel prepared to conduct PRDP conversations with your team. Feel free to use other evidence for discussion too.

Preparation – consider the below for each team member...	Make some notes below about any thoughts you have in relation to each area.
Previous PRDP conversations, one-to-ones or probation reviews (where appropriate).	
Current objectives and development plans.	
Performance against objectives.	
Progress in skills and development including applying learning.	

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Preparation – consider the below for each team member...	Make some notes below about any thoughts you have in relation to each area.
Feedback (positive and negative) that you have heard from colleagues, customers and stakeholders.	
Observations you have made about their performance throughout the year so far.	
Informal or formal performance issues (these should not be saved for the PRDP).	