The purpose of the Performance Development Discussion (PDD) is to provide an opportunity for reflection and feedback on the previous year, and for you the appraisee, in discussion with your manager/appraiser, to identify areas of development and support to enable you to achieve your objectives for the following year and any future career aspirations.

The PDD is:

- a positive, constructive, two-way discussion
- a formal overview and an opportunity for you to reflect on your achievements of the previous year
- an opportunity for you and your manager/appraiser to focus on what you will be doing in the coming year
- part of a process to help you improve your effectiveness and efficiency
- an opportunity for you to discuss personal, professional and career development
- a chance for you to discuss concerns or difficulties you may have
The benefits of a PDD are:

- allow your manager/appraiser to acknowledge and give recognition for your achievements
- enable you both to discuss what you have achieved against any previously agreed objectives
- allow your manager/appraiser to discuss your future work opportunities
- enable you both to identify strengths, these could then be built upon to improve opportunities for the future
- allow you both to identify, agree and plan training and development needs
- an opportunity for you both to plan how to address difficulties and problems that you may have raised

How to prepare for your PDD:

Complete the Performance Development Discussion form and send it to your manager/appraiser at least one week before your meeting. Remember to:

- reflect back and record what you have achieved over the previous year, note any pieces of work and aspects of your role that you have found particularly satisfying, and the contributions and achievements you are particularly proud of
- reflect back on any training that you have undertaken in the past year and consider how you have implemented the learnings in your current work, think back on how this has helped you in your current role
- review any objectives you have been given previously and compare what you have achieved against these objectives, outline how the work you have done has met these objectives
- look at your current workload, consider possible objectives for the next year (refer to the SMART objectives document to think how you could put these together)
- looking at your possible objectives, consider what future training and development needs you may have that will enable you to achieve these objectives
- think about any future career aspirations you may have and what help and support you may need from your manager/appraiser to help you on any potential career development paths
Preparation
Remember: To get the most out of your Performance Development Discussion you should put time aside to reflect back on what you have achieved and focus forward on what you would like to achieve. Write this all down in your PDD form, and then you and your manager/appraiser will be able to have a really useful discussion

The discussion

Should focus on:

Achievements:
An open and honest discussion about what you have achieved, how you achieved it, any challenges that you encountered and how you overcame them.

Objectives:
Remember these should be

- Specific
- Measurable
- Achievable
- Relevant
- Timebound (with a timeframe)

Consider your workload when agreeing objectives and discuss this with your manager/appraiser. Typically, you should have four to six key priorities and a plan of how to achieve them. Your manager/appraiser will be able to help you with these and ensure that they fit in with any departmental objectives, and then also link to the University Strategy

Training and Development:
Consider different types of relevant training and development activity. Remember this could be classroom training or e-learning, it could also be coaching or even buddying up with someone to understand their role at the University. These should:
- help you with your current role
- help you achieve your objectives
- help you progress your career
Documentation
Remember: During your discussion remember to keep making notes about what you discuss and clarify what you and your manager/appraiser have agreed at the end of the meeting. Completing the PDD document following your PDD will then be much easier.

After Your Discussion

- you will need to complete your PDD form. You should write this carefully so you feel it truly reflects the discussion; you then need to sign the form and send it to your manager/appraiser within two weeks
- your manager/appraiser then reviews it, add his/her comments, signs it and sends it through to the Head of Department within two weeks
- the Head of Department will also add comments and sign it, and then return it to your manager/appraiser within two weeks
- your manager/appraiser will keep the original document and send a copy through to you for your own personal records. If you use a computer this may be an electronic copy, if not a paper copy
- you should keep this record in a safe place. You will need to review your objectives at your next Performance Development Discussion, or earlier at any 1:1 meetings that you have scheduled