

PDR – Your Conversation

Name	Click or tap here to enter text.	Date of PDR	Click or tap to enter a date.	ILG/Service Group	Click or tap here to enter text.
Line Manager	Click or tap here to enter text.	Job Title	Click or tap here to enter text.	Current Band	Choose an item.

Creating Health		Improving Care		Inspiring People		Sustaining Our Future	
Current Objectives	<i>Input current objectives</i>						
Objective One	Click or tap here to enter text.						
Objective Two	Click or tap here to enter text.						
Objective Three	Click or tap here to enter text.						
Objective Four	Click or tap here to enter text.						
Objective Five	Click or tap here to enter text.						

Wellbeing Action Plan			
Confirm you have completed your Wellbeing Action Plan	<input type="checkbox"/>	Click or tap to enter a date.	Click or tap here to enter text.

Values	Focus	Key Questions	Development Needs	Objectives
Listen, Learn & improve	Individual	<p>Thank the individual for their time.</p> <p>Discuss the contribution the individual has made against their previous review objectives and any further contribution</p> <ul style="list-style-type: none"> What do you believe you have accomplished in the past year? What difficulties did you encounter? Is there a specific example? What would you do differently if that situation arose again? How could you use what you have learned? What motivates you and makes you feel valued at work? Have you seen any opportunities where we could do things better? How do you feel about your development so far? Do you wish to develop further? What do you suggest you need to learn or have experience of in the year ahead? 	<p>Consider what support and development needs they have i.e. leadership focussed, time management</p> <p>Check up on wellbeing, what could they or you as the LM do differently to positively impact wellbeing?</p> <p>Targeted development/support</p>	<p>Include SMART objectives for the review period moving forward</p> <p>Click or tap here to enter text.</p>
	Team	<p>Discuss the link to team goals and how the individual could help others. How to deal with the difficult topics</p> <ul style="list-style-type: none"> What expectations do you have of yourself and your colleagues? Where could you best utilise your knowledge, skills and experience in supporting the team? How could you be even better? Who could help you with your development within the team and why? 	<p>Leadership & Management Development</p> <p>Clinical Development Professional Development Shadowing Become a mentor or coach Training others</p>	<p>Click or tap here to enter text.</p>

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		<ul style="list-style-type: none"> What have you done to motivate your team / colleagues / networks? 		
Respect	Organisation	<p>Discuss the link to business goals and how the individual makes a positive difference to the wider Health Board objectives</p> <ul style="list-style-type: none"> What ambitions do you have for the future? What do you see as your next move? Or are you happy what you are doing? What contribution do you see yourself making to the wider team? How could you share your experiences with others? What are the challenges to your role? How could you best overcome these? Where could you contribute to service improvement and quality of services? Who could you engage with to better understand individuals and services? What can I offer you, what experience can I share with you? <p>Thank the individual again for their time and feedback</p>	<p>What will change?</p> <p>How will it change?</p> <p>When will it change?</p>	<p>Click or tap here to enter text.</p>
		<p>Review and identify role specific Statutory/Mandatory training requirements</p> <ul style="list-style-type: none"> Are you achieving 100% compliance? What support do you need to achieve 100%? When do you expect to achieve this by? 	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Statutory Mandatory Training</p>				
<p>Summary of Discussion</p> <p>Summarise the discussion, review the development needs and objectives - Do you need to speak to L&D to scope development opportunities?</p> <p>Click or tap here to enter text.</p>				

HR & Pay Progression Actions

Declaration of Interest have been discussed. Any declarations should be detailed using the following link .	<input type="checkbox"/>	Choose an item.
Current JD/PS continues to reflect the expectations, responsibilities and requirements of the role (contact Job Evaluation team for assistance)	<input type="checkbox"/>	Choose an item.
I CAN CONFIRM THE FOLLOWING HAVE BEEN DISCUSSED AND PERMIT PAY PROGRESSION:	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> PDR completed in last 12 months 	<input type="checkbox"/>	Choose an item.
<ul style="list-style-type: none"> There is no formal capability process in place. 	<input type="checkbox"/>	Choose an item.
<ul style="list-style-type: none"> No formal disciplinary sanction 'live' on the staff member's personnel record 	<input type="checkbox"/>	Choose an item.
<ul style="list-style-type: none"> Statutory and/or mandatory training has been completed 	<input type="checkbox"/>	Choose an item.
<ul style="list-style-type: none"> For line managers only –PDRs have been completed for all staff as required 	<input type="checkbox"/>	Choose an item.

If there are any queries regarding whether the staff member pay complete pay progression please contact HR.

Signature of Staff Member	Click or tap here to enter text.	Signature of Manager	Click or tap here to enter text.	ESR has been updated	<input type="checkbox"/>
Date	Click or tap to enter a date.	Date	Click or tap to enter a date.	Date	Click or tap to enter a date.

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