# Personal Development and Performance Review Form

 Accessible version

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| Pre-Work |
| Please ensure that you are up to date with any required mandatory training for your role before you undertake your PDPR. It is recommended that the first section of your PDPR which is based on personal reflections, comments on objectives and career aspirations is completed and shared with your line manager ahead of your PDPR.Is your mandatory training up to date? Yes☐ No☐Is your revalidation up to date? Yes☐ No☐ N/A☐If you are a line manager, are you up to date with your team’s PDPR’s Yes☐ No☐ N/A☐ |

###  Your details

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| Name | Click or tap here to enter text. |
| Role | Click or tap here to enter text. |
| Team | Click or tap here to enter text. |
| Line Manager Name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |



# Part 1: Personal Reflection

## Reviewing the last 12 months

This is an opportunity for you to reflect on how you have felt about the past year, considering your own health and wellbeing as well as any work or personal challenges you may have faced. Consider also how you have enabled NHSBT to be a more diverse and inclusive place to work. This is an opportunity for two-way feedback between yourself and your manager to ultimately ensure you are thriving at work. Please consider how you are supporting others and the organisation as a whole to be high performing and intentionally inclusive through living our values of **Caring, Expert and Quality.**

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| What matters to me?Use these prompts to support your reflection. |

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| NotesThis is a space for you to record your personal notes. You can use the prompts on the left to help you to reflect on the last 12 months of work. Please share this with your line manager before your PDPR meeting. |

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| You may want to consider: * What have you found the most rewarding?
* What do you think your strengths are?
* What are your areas for development?
* What experience has given you the most positive change and growth?
* What feedback have you received that you were proud of?
* What do you think could have been even better...if?
 | Enter text here |
| Health and Wellbeing, D&I and Our Values: (2nd box)* How have you looked after your wellbeing?
* How have you shown care and compassion towards colleagues, donors and/or patients?
* Do you have any inclusion needs which will allow you to perform better at work?
* How have you worked on your knowledge, skills, behaviours or awareness in equity, diversity & inclusion and innovation & excellence?
* What actions have you taken to build diverse, trusting and productive relationships?
 | Enter text here |

# Part 1: Personal Reflection

## and rating your own work performance

Objectives from the previous year, outlining what they were and describe how you have achieved them within the 'your comments' section and then your line manager should provide their own reflections on them.

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| Overall rating for performance Developing/Consolidating/Achieving/Excelling ☐ ☐ ☐ ☐ |

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| **Stage of Development:** Based on how you have delivered your role over the past 12 months (tick the relevant boxes below) **N.B: only required if you're in a Band 8A role and above.**  |
|  **DEVELOPING CONSOLIDATING ACHIEVING EXCELLING** |
| **PERFORMANCE** [ ] [ ] [ ] [ ]  |
| **BEHAVIOURAL** [ ] [ ] [ ] [ ]  |
| **LEADERSHIP** [ ] [ ] [ ] [ ]  |

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| **Objective** | **Your Comments** | **Line Manager Comments** |
| Enter text here |  |  |
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# Part 2: Development

## Exploring your career aspirations

What are your short, medium, or long-term personal and career aspirations? It may be that you just want to focus on your current role at present and therefore what development do you need in order to maintain your performance.

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| What matters to me?Use these prompts to support your reflection. |

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| NotesThis is a space for you to record your personal notes that you can use to promote discussion with your line manager. |

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| You may want to consider: * What are your career aspirations in your current role?
* How confident do you **feel** in your learning, experiences and capabilities in your current **role**?
* Is there a specific area in which you would like to develop further?
* What support do you need from your manager to help your progress
* To enable you to be the best you can be at work, what additional support or workplace adjustments do you require to thrive?
 | Enter text here |

# Part 3: My Objectives for the coming year

## Planning ahead

These should be agreed in collaboration with your line manager (we recommend between 3-6 objectives). Consider including a specific equality objective that is related to your role/experience.

**My agreed objectives**
Please agree between 3-6 work based objectives in collaboration with your line manager, noting these below, taking into consideration the question prompts below. Remember the 'T' in SMART and include target timescales/dates.

## You may want to consider:

* What exactly needs to be accomplished?
* Who is responsible for achieving it?
* How will progress be measured?
* Is this objective realistic with the given resources and constraints?
* When should it be completed by?
* An example of an equality objective may be around engaging with a network or the Forward Together programme.

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| Enter text here |

# Part 3: My Objectives for the coming year

## The support I will need

In order to achieve your objectives and your aspirations what specific development support might you need? This can be both formal and informal development. Also consider any Diversity & Inclusion needs you have that are beyond D&I mandatory training.

**Notes:**
These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have.

## You may want to consider:

* Job shadowing
* Undertaking coaching
* Taking on a stretch project
* Asking for feedback from colleagues and customers
* Seek new learning opportunities
* Become a mentor for more junior members of the organisation
* Information on our learning offer and what is available to colleagues can be found below and through exploring the Forward Together programme.
* Our apprentices ([Sharepoint.com](https://nhsbloodandtransplant.sharepoint.com/sites/Apprenticeships9/SitePages/Our-Apprenticeships.aspx))
* Support for Personal and Professional Development ([link](https://peoplefirst.nhsbt.nhs.uk/Learning-and-Development/support-for-development.htm))
* NHSBT Learning Hub ([link](https://nhsbloodandtransplant.sharepoint.com/sites/DigitalLearningHub))

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# Part 4: Final comments and sign off

## Final comments from your line manager

This is an opportunity for your line manager to add any further additional recognition on your performance this year and to offer encouragement for the coming year.

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| Enter text here |

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| **Reporting your PDPR:****Line managers - Select this link** [**here**](https://forms.office.com/pages/responsepage.aspx?id=jxsa4VKPCEaPdkZ_8dNMlhA5qDNs5yhIkFplwNxci75UQjJUWE9ORjU5S1ZMOERWVTBUMTVCQVpLSSQlQCN0PWcu&route=shorturl) **to mark this PDPR as completed.** |

## Sign off:

**Individual**

Click or tap here to enter text.

**Line Manager**

Click or tap here to enter text.

# Part 5: Mid-year review

## Progress against objectives

Use this space to record any progress against your objectives and include any new objectives set since your last PDPR.

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| **Objective** | **Your Comments** | **Line manager comments** |
| Enter text here |  |  |
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