

Reviewee Guide to Personal Development Planning & Review

This is **your** Personal Development Planning & Review – think about **yourself** and the **important role you undertake**

Preparation for a meaningful review

Preparing for your review will lead to a more meaningful discussion so reflect on your role and think about what you want to achieve in the coming year. Do you want to stay in the role you are in and develop your knowledge and skills? Do you want to develop your career, apply for a promoted post? Or are you happy in your role and simply want to continue with a plan to ensure safe practice? Remember fully engaging in the process will make a difference to you, your team and the services you deliver.

Have a look at the [Career & Education Workstream page](#) on the [PAT SharePoint](#) which contains the [Learning Passports](#), [Career & Education Pathway Tool](#) and Guide together with the [KSF Post Outlines](#) and further useful guidance on preparing for your PDPR. You can access [Role Specific Training Modules](#) also available on the PAT SharePoint site under the [Roles and Responsibilities](#) section.

Since your last meeting with your Line Manager you should have been updating your Personal Development Plan and so before your current meeting please ensure that you have:-

- * Updated the status of PDP learning activities that you have undertaken since your last review
- * Update status of any objectives agreed at your last review
- * Update KSF Progress in preparation for end of year review i.e. enter current levels and enter comments to show how you have met these and applied what you have learned by undertaking the agreed learning activities to your job. These would then be agreed with Reviewer

[Click here](#) for instructions on how to record this information

[Click here](#) for Quick Video for Reviewees

[Click here](#) for Knowledge and Skills Framework (KSF) guidance

NB: *It is advised that you update 2 or 3 relevant dimensions, e.g. Communication – we have all had to learn to use Teams over the last 2 years or Information Processing – Teams has been an important new learning in terms of how we process information. You do not need to enter lots of information against each individual dimension. Where the examples/comments are similar, you can put ‘see comments in dimension x’ – where the same information is relevant. There is no need to enter new comments for all dimensions.*

Before you meet you should think about and complete the 3 questions in the discussion summary in advance:

What has gone well this year?

What could have gone better?

What difference do you want to make in the coming year?

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