PDR
Conversation Guide

Whether you are a manager or a colleague please use this form as a guide to support your preparation and the structure for your PDR conversations. See also the PDR Guide and PDR forms to support and capture process (add links).

1. Check in on workload and wellbeing
☐ Overall, how do you feel things are going?
☐ How has your workload and wellbeing been?
☐ How can we best support you?

2. Performance / progress
☐ How are you getting on with delivery of your objectives?
☐ What have been the successes / areas for development?
☐ Do any objectives need amending or updating?
☐ Where (if needed) could we re-prioritise projects/accountabilities?
☐ How can we help? Where do you need my support?

3. Values
☐ How are you demonstrating a commitment to a values framework (if applicable)?
Please outline how you have demonstrated a commitment to one or more of the Professional Services Together shared principles or the RDM Respectful Behaviours Framework.
☐ How can you build on this and develop this further?
☐ How can we help? What additional support do you need if any?

4. Personal development & career aspirations
☐ How do you think you can grow/develop in your role?
☐ What development, training or support would assist you in the delivery of your work? (Note: consider on-the-job and peer learning in addition to training courses)
☐ What are your career goals and what reasonable support can we provide?
☐ What development opportunities have you taken or would like to explore?

5. Working together
☐ How well are we working together?
☐ What do I / we do that is helpful?
☐ Are there any additional resources or workplace adjustments we need to explore?
☐ Is there anything we/I could do differently or should change to support our ongoing effectiveness?

6. Agree actions and close
☐ What have we agreed together? (Summarise)
☐ How will we capture this and any updated objectives, and by when?
☐ What are our next steps and the date of our next meeting?
☐ What appreciations can be offered? (How have we worked well together in this process)