

Planning, Development & Review Preparation Template

It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for objective setting conversations and development conversations.

WCE % CE V P O J CE Y
an objective setting conversation

1. What are the Key Result Areas of my role

W CE %o CE P () CE Y X

a conversation about my development needs

1. What is my development focus in terms of meeting my objectives for the year?

2. What direction would I like to take in the year? re -5(e)14(c)- W* 72WMCsive

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It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for your mid-term review.

my mid-term review

1. How am I tracking against my objectives?

2. What are achievements/successes have I had over the past 6 months?*

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It is your responsibility as a Staff Member to come prepared to your PDR meetings with your supervisor. The below document provides some questions for you to think about in preparing for your review.