

PRDP Preparation checklist and development planning guidance:

1. Reviewing progress

Preparing for the PRDP will involve reviewing relevant paperwork from previous PRDPs, one-to-ones and probationary reviews (where appropriate). You could also reflect on the following to help you review progress made this year and identify potential objectives for the forthcoming year.

Objectives and Performance	
What are your current objectives?	
What have you achieved in the delivery of these objectives?	
What achievements over the past year have given you the most satisfaction and why?	
What feedback have you received from colleagues, customers and stakeholders?	
Which objectives/projects need more work? What support would help you with this?	
What issues (if any) have been discussed with your manager over the past year? What is the situation now? What factors have contributed to your success this year? What factors have hindered your success this year? What have you learned? What aspects of your personal style and impact would you like to develop? What could your line manager continue to do or do	

differently to support your contribution and experience?	
What else is it helpful to note about your performance since the last meeting?	
Which objectives would you like to carry forward into next year?	
What ideas do you have for new objectives for the coming year?	

2. Career Planning

It is also helpful to review your career aspirations. Where are you heading?

Perhaps there is a specific role or department you are interested in or a skill/speciality you are particularly keen to develop.

Even if you don't want to progress or expand the content of your role, learning new skills may help you in your current position and increase your confidence and satisfaction.

Perhaps you are considering retiring and have much to offer to share your knowledge and skills. How might you help pass on your knowledge and experience to others? What legacy are you hoping to leave behind?

Career aspirations	
What are your career aspirations and ambitions? How do these align with your team/department plans?	
How would you like to see your career develop in the next 12 months?	

What development or experience could help you achieve your career aspirations and ambitions?	
What skills/knowledge are essential for you to develop as you progress in your career? You can review the Values and Behaviours framework to assess your confidence in demonstrating critical core and leadership behaviours and skills.	

If you'd like some help planning your career, POD offers a range of [workshops](#), [coaching](#) and mentoring to support you

3. Development Planning

Thinking about your short and long-term development needs can be helpful. The following questions could trigger some thoughts.

Development Planning	
What development needs have arisen as a result of your Objectives, career aspirations/ambition, team/department/overall College needs?	
What specifically do you want to learn about/be able to do, and what difference will this make?	
How do you learn best?	

What might be the most appropriate method for meeting these needs?	
What's available within the college /elsewhere?	
From whom might you need support to make progress?	

Meeting your development needs.

When you identify development needs, it is tempting to think solely about attending courses.

The College also offers flexible and varied options that might fit what you need to know or do more appropriately.

For example, if you want to learn how to carry out recruitment interviews, you could shadow an expert through the process.

Here are some ideas of the many activities to consider that either supplement or replace training courses.

- Job-sharing
- Work shadowing
- [LinkedIn Learning](#)
- Reading
- Reviewing documents
- Self-study
- Stretch projects
- [Mentoring](#)
- [Coaching](#)
- Researching key areas
- Observing
- Interviewing others
- Secondments

- Seeking out best practice and reporting back
- Additional academic or professional qualifications
- Webinars and online events
- Offering and attending 'Lunch and Learn.'

[People and Organisational Development \(POD\)](#) offers courses, programmes and support to all staff which you can find on our website.

[Postdoc and Fellows Development Centre offers](#) tailored support and development to postdocs, fellows and clinicians:

Preparation notes: