

PRDP Question Guide

By asking questions, listening and using silence, you can effectively give ownership to the individual to review their performance and set their objectives. You will have a view on these, but it is essential that your team member feels empowered to comment on their performance, then you can give your feedback and together you can agree to a way forward

Below are some support questions you might like to use during the PRDP.

Reviewing Achievements

As you invite your team member to identify their achievements, you can also mention additional highlights and successes that you consider significant concerning the individual and their performance over the past year.

It sets a good tone if you can find a way to show your appreciation. Perhaps mention examples of when you have noticed the team member using specific skills, knowledge or personal attributes to good effect.

- What specific achievements do you want to share?
- What successes have you enjoyed that were not as a result of any of your previously agreed Objectives?
- What key changes have you made to yourself and/or your work environment that have been beneficial to you, your colleagues or the company?
- What's helping you perform as well as you are?
- What do you suppose you did to make that happen?
- Where have you successfully demonstrated key behaviours*?
- Have your colleagues noticed your good performance?
- What else are you please with as you look back over the past year?

*Behaviours, as detailed in [Imperial Expectations](#)

Progress made on specific objectives since last time

- What went well?
- What made you feel proud/satisfied?
- What behaviours did you exhibit?
- What would people have noticed you doing well?
- How could your achievement be measured, e.g. targets met, benefits gained?
- What are you particularly pleased with?
- What barriers did you face, and how did you overcome them?
- What would you like more credit for?
- What still needs work?

Career aspirations**

The PRDP offers the opportunity to explore where people are heading in their careers. It's a good idea to check in at least every 12 months, as people's circumstances, plans and aspirations might have changed over time.

- What are your career aspirations and ambitions?

- How would you like to see your career develop in the next 12 months?
- How would you like to see your career develop beyond the next 12 months?
- What support do you feel could help you achieve your career aspirations and ambitions?
- What appeals to you most about this career direction?
- What leads you to want to take your career in this direction?
- What skills/knowledge is it important for you to develop as you progress your career?
- What interests you the most and why?
- What experience/skills do you already have that will support you as you take this path?
- If this particular role is not possible, what alternatives would you consider?

Setting new objectives

As you set and refine objectives, it's useful to invite ideas from your team member first. You can then listen and build on anything they share.

- What specifically will you achieve through completing this Objective?
- What are the measurable and tangible outcomes, actions, numbers, and targets for this Objective that would indicate 'completion' or 'success'?
- What will others notice you doing or saying whilst progressing towards completion of this Objective?
- What will you be contributing through this Objective towards the success of your team, department or organisation?
- Who else would need to contribute to ensure this Objective was successfully completed?
- What's your very first, small step in getting started on this Objective?

Development Planning*

An essential part of the process is identifying training and development needs and how they can best be met over the coming months. Here are some questions to help you identify these.

- What development needs have arisen as a result of your Objectives, career aspiration/ambition, team/department/ overall College needs?
- What specifically do you want to learn about/be able to do?
- What difference will this make?
- How do you learn best?
- What might be the most appropriate method for meeting this need?
- What might be the first small step to move this forward?
- From whom might you need support to make progress?
- By when, realistically, can the development need be met?

**You'll find further information and guidance on career and development planning [on this web page](#).