

Performance Development Plans (PDP's)

Performance Development Plans are a great way for colleagues to identify gaps in their skills or knowledge and create a plan to build on these gaps and keep track of the progress.

It's a handy technique to use along-side 'Colleague Check-ins', as you can set development goals and regularly review them in your colleague & manager check-in meetings.

PDP's can be used with colleagues who are high performers and pursuing new development opportunities, or, they can be used with a colleague who may need help or improvement in certain areas.

It's important for your development plan to have '**SMART Objectives**'. This stands for: **Specific, Measurable, Achievable, Relevant & Timely.**

Checking-in with your manager allows you to agree your **goals and expectations** for your job role, this helps you remember where you must continue working towards. Meanwhile, your **development objectives** help you focus on areas you wish to develop and grow in.

Use the box below to record any of your agreed **goals or expectations** for your day-to-day job role and continue to the next page to plan your **development objectives**.

Example goal/expectation: "I have agreed with my manager that my expectation as team leader is to look after our store colleague's work schedules and holiday hours throughout the year and as well as maintaining my existing colleague responsibilities in store."

My goals and expectations:

PDP: Planning my Development Objectives.

Use this template to plan your Development Objectives

	Skills Gap or Development Area? <i>What Skill, Characteristic, or Behaviour needs development?</i> <i>Be honest and critical about what you need to work on.</i>	Action to Development? <i>What will you do? How will you know you are progressing?</i> <i>Are you able to measure your progression in any way?</i>	Additional Support Required? <i>Is there anything you need to achieve your development goals?</i> <i>How can we help you get there?</i>	Review Schedule? <i>How often will we review progress?</i> <i>How will evidence of progress be collected?</i>
Example	<i>My communication to larger groups needs improvement, I need to build on my confidence, and I want my messages to be well received.</i>	<i>I will take over the store manager's morning & afternoon huddle meetings twice a week, increasing to three/four times a week once I'm more comfortable.</i>	<i>I need some coaching on public speaking and answering questions on the spot, I don't respond well to questions when I'm under pressure but know the answer if I think about it.</i>	<i>We will continue having our fortnightly check-in and go over my development. My manager has agreed to attend the huddles and take notes for feedback.</i>
Your Development Objectives				

Checking-in on your Development

Come back to this template and record any progress on your development objectives.
It's ideal to have a Check-in with your manager when doing this.

	How has your development area changed since planning? <i>What progress has been made? What have you learned? What do you still need to learn?</i>	Has the support been useful to you? <i>What has helped the most? What would you change to make it better? Do you need anything else?</i>	Evidence of development? <i>Do you have any evidence of your development? Do you have any feedback? How can you get more feedback if not?</i>	What are your outcomes? Or, what are your Next Steps for development? <i>Have you achieved your objective? What else needs to be done? Is this manageable? What next steps?</i>
Example	<i>For the past 4 weeks I have been hosting the morning and afternoon huddle twice a week, at first, I was nervous but now it's a normal part of the day. My confidence and question answering is getting better.</i>	<i>Having my manager at the huddles has helped, I struggled with answering questions on the spot, so she was always there to clear up queries. Now she will only intervene if I miss something.</i>	<i>My manager has commented on my slightly informal language when speaking to my team, she has recommended that I take a leadership course on i.Learn so I can develop my leader speaking better.</i>	<i>Next step is to complete my leadership course to better my skills as a manager. I have achieved my outcome of twice-weekly huddle meetings, my manager has agreed I am ready to increase this to 3/4 times per week.</i>
Your Development Objectives				