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All the information you need to provide for a successful and beneficial Personal Development Review (PDR).

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| Your Name | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. |

Personal Development Review

Self Preparation Document

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## 1. Overview

Your performance in your role will be considered in relation to four key areas:

a. The core elements of your role as linked to your job description

b. Operational development objectives

c. Assessment of performance in behavioural values

d. Personal development

Depending in the focus of your role, one or other of these areas may take a higher focus when considering your performance. This will be clearly indicated to you by your line manager when setting out your objectives.

Please complete this document and return it to your Reviewing Manager at least 7 days before attending your Personal Review Meeting, it will help you to contribute fully and ensure that the outcome is achievable and relevant to your development.

## 2. Accuracy of Job Description

You have been sent a copy of the Job Description for your role.

Is your job description accurate? **Yes**  **No**

b. If no, what areas of your role are not accurate? And has your role changed during the past year? If so, how?

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## 3. How do you think you’re performing against your Job Description?

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What parts of your job give you most satisfaction?

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Do you find any parts of your job difficult and/or challenging?

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If you have any knowledge and skills that are not currently being used to their full potential, how could you use them in the future?

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## 4. How do you think you’re performing against last year’s objectives?

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## 5. What are your ideas for your objectives for the next 12 months?

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## 6. Behavioural Values

Please refer to the Treetops’ Behavioural Framework document and think about the following.

1. How do you contribute to Treetops values in the performance of your role?

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1. Are there any values that you could contribute more to? How?

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1. Which behaviours do you excel at in the performance of your role?

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1. Which behaviours could you develop further in the performance of your role?

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## 7. What learning opportunities have you had in the last year?

Think about your training plan, self-directed reading, seminars, conferences etc.

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What new knowledge and skills have you learned from the above opportunities?

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## 8. What training and development do you think you’ll need next year?

Be as specific as possible. All training must fit in with the overall strategic aims of the organisation. NB. identified training may be subject to financial constraints as determined by the Chief Executive.

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## 9. Do you have any suggestions to improve Treetops?

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