

HOW TO APPROACH YOUR PDR MEETING

The PDR process at Warwick will run from 22 May-31 July 2024. The PDR process is an opportunity to discuss your development, role, contributions, achievements and career aspirations with your line manager. There is a 'How to Complete a Personal Development Review (PDR) Guide' available [pdr_how_to_guide_2023-24.pdf \(warwick.ac.uk\)](#) and other useful information is available on the PDR web pages [Personal Development Review \(PDR\) \(warwick.ac.uk\)](#). The 'How to' guide takes you through all aspects of the PDR process. The University also has a number of MindTools playlists for Reviewers and Reviewees which cover varying aspects of the process [Warwick University Toolkit | Welcome \(mindtools.com\)](#).

This information sheet aims to give you, and your line manager, a quick overview of things you need to consider in order to prepare for your PDR meeting to ensure that you get the most out of it and cover the things that you want to cover.

Before your PDR meeting:

To enable you to get the most out of your PDR you should take some time to prepare in advance and think about what you have worked on in the past year, taking into consideration:

- What you enjoy about your role and any highlights from the year
- What you don't enjoy and whether there were any difficulties and why that was
- Any development you undertook and how you were able to use this, or if not, why not
- Whether there is anything that might help you to develop your skills such as training, work-shadowing etc. (Make use of the Technical Staff Development Opportunities information sheet)
- What you are looking to achieve in the short to medium-term with regard to career development
- How your role fits into the University strategy and values
- Make notes and complete your PDR form and use this as an aide-memoire in the meeting

At your PDR meeting:

- Engage in the conversation and ask questions – this should be a two-way discussion about you and your role
- Don't be afraid to ask questions if what is being said to you isn't clear
- Ask for feedback and be prepared to discuss how things might be done differently, or improved
- Be proud of your achievements and remind your manager of these
- Think about development opportunities that might be available to help you personally, or enable you to achieve your goals
- Ask how your manager will support you in your efforts to develop

If you want to discuss any aspects of the PDR process or talk through how to approach the PDR meeting, discuss this with your HR Business Partner or contact us at technicians@warwick.ac.uk for advice. We will also be running some drop-in sessions June and July on how technicians can make use of the PDR process – these will be advertised on the TechNet website.