



Additional Responsibilities of the Head of Department in the PDR Process

The Head of Department will need to ensure that:

- All employees are offered the opportunity to take part in PDR and to discuss their development and role
- Reviewers are made aware of the aims of the department and the wider University to ensure they can appropriately align their personal goals
- The PDR scheme is organised appropriately in the department to ensure everyone is given the opportunity to have a PDR
- All reviewers are clear on their role and responsibilities and have had any appropriate 'training' or instructions as required
- Summarise Learning and Development needs.

The Summary Learning Needs form should be used by the department to capture a summary of the learning and development needs from all PDR conversations.

Once completed, this document should be sent to the Learning and Development Centre: ldc@warwick.ac.uk who will review them in line with developing the overall learning and development plan for the University.

A copy of the Summary Learning Needs Form can be found alongside the different PDR forms on the PDR website.