

## Appendix 1 – PDR 1

### PDR 1 - Personal Preparation Sheet

These are the areas you will discuss with your reviewer, so before you come to your personal development review meeting, please think about the following. You may use this sheet to make notes.

1. Have any personal details changed since your last PDR i.e. home address, telephone number and next of kin.

2. Have you undertaken the mandatory training requirements for your post (See mandatory training pages of the intranet- Department A-Z – Education- Mandatory training.

*Please note in order to complete your PDR and approve your incremental progression mandatory training requirements must be met.*

3. Think about the last year and any objectives you have had -

a) What has gone well over the last year?

b) Anything that has not gone so well?

4. Look at your job description; be prepared to talk about each area, is there anything you want to discuss or would like to be changed? Have examples ready to show how you meet the Trusts Signature behaviours.

5. Is there anything you would like to work on in the next year as an objective?

6. Is there any training you need to help you achieve your objectives? *This can also include; shadowing, mentoring or coaching.*

7. What are you hoping to achieve in your future job/career?

**Please ensure that you sign off the summary form (PDR 2) and the monitoring form (PDR 3) or ensure the electronic monitoring form (PDR3a) is submitted at the end of your review meeting**