



THE UNIVERSITY  
of ADELAIDE

# PREPARING FOR A CONVERSATION ABOUT MY DEVELOPMENT NEEDS

1. What is my development focus in my meeting with my manager?

2. What decision would I like my manager to make? What do I need to get there?

3. In what area will I develop the capabilities needed in my role, for the next year, to achieve my career aims?

# Planning, Development and Review - Preparation Template

This template is available to all members of the PDR meeting. The below questions are intended to help you think about your performance in the Mid-Term review.

## PREPARING FOR MY MID-TERM REVIEW

1. How am I tracking against my objectives?

2. What are achievements / successes I had in the last 3-6 months? (examples)

3. What challenges am I facing in meeting my PDR objectives?

# Planning, Development and Review Preparation Template

This template is available to all members of the PDR meeting. The below questions are intended to help you think about your preparation for the Final Review.

## PREPARING FOR MY FINAL REVIEW

1. Have my PDR objectives been achieved?

2. What achievements / successes have I had in the last 12 months? (examples)

3. What challenges did I face in meeting my PDR objectives and how did I overcome them?

4. Did I have any feedback from my peers that I can be more mindful of?