

Meaningful PDPR

Your Personal Development Plan

Taking a Different View

Remember the Personal Development Planning and Review Process (PDPR) is

Your opportunity to talk about:

- You
- Your job
- Your progress
- **Your learning**
- Your future

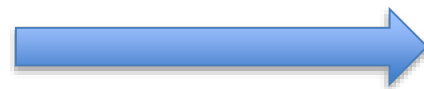
Your 3 questions

- What matters to you?
- What have you enjoyed doing this year at work?
- What do you want to achieve? This year, 3 years or longer? Personal goals and department goals

Take a Different View



~~Tick~~
Tick



Talking



<https://vimeo.com/182668636>

Level 1 - Contribute to own personal development

- **I discuss with my manager what knowledge and skills are needed for my job.**
- **I prepare for, and take part in, my own KSF Personal Development Review discussion.**
- **I discuss with my manager/reviewer what further learning and development I need and what learning activities I need to do.**
- **I agree a personal development plan with my KSF reviewer.**
- **I actively take part in learning activities and keep a record of them.**
- **I reflect on my learning and effectively apply new knowledge and skills to my job.**



Staff are clear about what knowledge and skills they need to do their job

KSF Post Outlines




Staff undertake development activity to develop skills

Development Activities



Staff & manager discuss the contribution made by the staff member to delivery of safe and effective care for patients and the public

Personal Development Review



Staff & manager agree what further skills need to be developed

Personal Development Plan



3 What would you like to achieve?

What differences / improvements would you like to make?

To learn more about something?

Gaining a qualification?

Changing your role / job?



Coaching

Videos / Podcasts

Job rotation /
Shadowing

Personal Learning
Networks

Reflection

Secondments

Personal Development Plan (PDP)



Online communities

Books

Networking events

Conferences

Web searches

Mentoring

What differences would you like to see?

How can you make these changes?

Who can help you?

What new skills / knowledge do you need?

How can you learn these?

How do they fit with your KSF outline?



Looking forward

Some Tips

During the Discussion

Share, Ask and Listen

Agree goals for the next year

Plan the way forward

Welcome to Turas

All your Applications in one place.



ashley@turas.com

Keep me signed in

[Sign in](#) [Back](#)

[Can't access your account?](#)

 **Status:** Pending (items requires acceptance by Clara Clunky) [More information](#)

▼ Guidance

This page allows you to record your Personal Development Plan. This helps you plan the learning you will need to undertake in the year ahead. This is agreed with your reviewer during your Personal Development Planning discussion.

You need to first of all add your Learning Need(s) and then the relevant Learning Activities that will help you meet them.

Actions:

Add Learning Need


Update Learning Activity Statuses

Learning Need

Learning Activities

Accepted

Actions

 improve my communication

1 (1 Activity Updated)

Add Activity

Pending -
Delete
Requested

Actions ▼

PDP Documents

Hints and Tips

- Dedicate time – planning and preparation
- Positive Mind set - the so what
- Take the lead in important conversations
- Make your Objectives SMART
- Talk not Tick!
- Remember ITS ALL ABOUT YOU!



Resources

- KSF Website - <http://www.ksf.scot.nhs.uk/>
- [Reviewee](#)
- [Reviewer](#)

- TURAS Learn - [Turas Appraisal Guide](#)

Thank you

Enjoy the rest of the conference

This resource may be made available, in full or summary form, in alternative formats and community languages.
Please contact us on **0131 656 3200** or email **altformats@nes.scot.nhs.uk** to discuss how
we can best meet your requirements.



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