

## Track Training Tips Number 22

### **Top Ten steps to establishing an effective Personal Development Review (PDR) system.**

Appraisals, Personal Development Review, Performance Review, Annual Review – lots of different labels – often the same outcome. A tick box process that is time consuming and adds little or no value to the business.

*However, it does not have to be like that!*

My own preference is for Personal Development Review, because this clearly tells you what its purpose is. Following a few straightforward steps this can become a key tool within your organisation's Performance Management processes.

1. Be clear about the **Purpose and Objectives** of your system – what it is, what it is not, what are the outcomes required.
2. **Create the paper system** from existing Best Practise, make sure it asks the right questions and is easy to complete.
3. **Link to your existing in-house competency systems** and make sure it becomes **embedded in the daily organisational systems and processes**. It is not an added extra!
4. **Train everyone** involved – HR, in-house Champions, reviewers, reviewees.
5. **Pilot** in a small, positive area.
6. **Review and Learn**. What worked, what did not.
7. **Communicate** to everyone and **sell the Benefits**.
8. **Start at the top and cascade down**.
9. **Make sure all managers/reviewers are tasked** with the effective and efficient completion and implementation of the PDR process. Quality control samples and be prepared to take remedial action where necessary.
10. **Full project managed roll-out**.

Get ready to Celebrate Success and reap the individual, team and organisational rewards.

Best regards

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