

# Professional Development Planning (PDP) Form

# Manager General

## EMPLOYEE DETAILS

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| NAME: |  |
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| ROLE TITLE: |  |
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| DEPARTMENT: |  |
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| MANAGER NAME: |  |
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| REVIEW PERIOD |  |
| (From – To): |  |

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| PERFORMANCE RATINGS SCALE | **EXCEPTIONAL** • Performance consistently exceeds all objectives and expectations. Notable, visible and excellent contributions are widely recognised in the organisation. Produces high impact results, and provides an example to which other employees can aspire to on a continual basis.  **ABOVE EXPECTATIONS** • Performance consistently meets and sometimes exceeds all objectives and expectations. Produces or exceeds expected results while demonstrating expected behaviours. Performance is consistently above average and consistently goes beyond the requirements of the job.  **MEETS EXPECTATIONS** • Successfully meets performance standards and expectations. Is competent and fully proficient; seldom requires assistance or instruction.  **MARGINALLY MEETS EXPECTATIONS** • Has met some performance objectives but overall did not meet all performance and behavioural expectations. Supervision or guidance is required and immediate action is required to improve performance and/or behaviour.  **BELOW EXPECTATIONS** • Consistently performs below performance standards and expectations. Work requires review. Continuous supervision or guidance is required and immediate action is needed. |

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| GOALS / TARGETS (Maximum of 6) – Please add as required | |
| GOAL 1: PEOPLE MANAGEMENT |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| End-Year Comments: |
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| RATING: |  |

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| GOALS/ TARGETS (Contd.) | |
| GOAL 2: |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| End-Year Comments: |
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| RATING: |  |

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| GOALS/ TARGETS (Contd.) | |
| GOAL 3: |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| RATING: |  |

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| GOALS/ TARGETS (Contd.) | |
| GOAL 4: |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| RATING: |  |

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| GOALS/ TARGETS (Contd.) | |
| GOAL 5: |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| End-Year Comments: |
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| RATING: |  |

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| GOALS/ TARGETS (Contd.) | |
| GOAL 6: |  |
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| SUGGESTED ACTIONS: |  |
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| EMPLOYEE COMMENTS: | Mid-Year Comments: |
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| End-Year Comments: |
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| MANAGER FEEDBACK: | Mid-Year Comments: |
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| End-Year Comments: |
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| RATING: |  |

## VALUES AND BEHAVIOURS (Please consider the key strengths and areas for development)

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| VISION: |  | Manager Comments: |  |
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| LEADERSHIP & RESPECT: |  | Manager Comments: |  |
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| STRATEGIC PLANNING & DECISION MAKING: |  | Manager Comments: |  |
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| STUDENT & CUSTOMER SERVICE: |  | Manager Comments: |  |
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| SCHOLARSHIP & EXCELLENCE: |  | Manager Comments: |  |
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| GENERAL MANAGER COMMENTS: | Mid-Year Comments: | | |
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| End-Year Comments: | | |
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| OVERALL YEAR END RATING |  | | |

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| PERSONAL DEVELOPMENT PLAN | | | | |
| WHAT ARE YOUR KEY AREAS FOR DEVELOPMENT IN THE NEXT 12 MONTHS? | | | | |
| **When completing this section, please include the following in your considerations:**  Have you undertaken internal training, workshops and online resources offered by RCSI?  What technical training may support you to successfully delivery your role and responsibilities?  Consider areas for further development associated with the value and behaviours outlined on previous page.  Other areas for development that you have identified. | | | | |
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| WHAT IS YOUR ACTION PLAN TO ADDRESS THESE? | | | | |
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| WHAT ADDITIONAL SUPPORT DO YOU NEED FROM YOUR MANAGER? | | | | |
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| **EMPLOYEE COMMENTS** (ANY ADDITIONAL COMMENTS NOT CAPTURED IN PREVIOUS SECTIONS) | Mid-Year Comments: | | | |
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| End-Year Comments: | | | |
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| **MANAGER COMMENTS** (ANY ADDITIONAL COMMENTS NOT CAPTURED IN PREVIOUS SECTIONS) | Mid-Year Comments: | | | |
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| End-Year Comments: | | | |
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| **Employee**  I have reviewed this document, and discussed the contents with my Manager. | | Please confirm | Date |  | |
| **Manager**  I have reviewed this document and discussed the contents with my Team member | | Please confirm | Date |  | |

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| RCSI General Competencies |
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| RCSI Leadership Competencies |
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