

**PMDS Form**

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| **WHAT THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM MEANS FOR YOU** * A way for you to understand and plan priorities in line with the overall direction and strategy of the University
* A series of confidential conversations between you and your line manager
* An opportunity for both of you to review what you have achieved in the previous year
* A time for you to reflect on your strengths and potential areas for development
* A chance to jointly agree goals and a plan for the coming year
* Your time to discuss what you may need to help you develop, and the various different types of training and development that may be available to you
* A forum for constructive two-way feedback
* A systematic way of recording all the above, on a confidential basis

**REMEMBER ….IT’S YOUR PMDS** |

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| **DATE OF PDP MEETING :** |

**To support your preparation for your Performance Development & Planning meeting, please refer to the guiding questions for managers and staff attached to this form.**

**You should also refer to the following PMDS support documents;**

* [PMDS Checklist for managers and staff](https://www.tudublin.ie/media/website/for-staff/human-resources/staff-development/2018-2019-PMDS-Checklist.pdf)
* [TU Dublin Strategic Plan](https://www.tudublin.ie/cao/about-us/tu-strategic-plan/)

**Your PMDS**

***Learn Grow Share***

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| **Name: Staff ID:****Job Title : Grade:**  |

1. Review of Achievements and Outputs

**1(a) What have you achieved in relation to your previous objectives?**

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**1(b) What other achievements and progress have you made?**

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**1(c) What work-life balance and wellbeing actions have you taken?**

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1. Goals and Outputs agreed for next period

(Please use the TU Dublin Strategic Plan, the Team Development Plan and the Guiding Questions attached to identify individual goals and objectives)

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1. What support do you need?

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1. What Work-life balance and wellbeing supports do you need?

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1. Personal Development Plan Agreed

(Please consider the agreed goals and objectives and support required above to identify relevant staff training and development needs)

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*Please note:* the reviewing manager must access the [online PMDS survey](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2iTnrLyJeYBMnyFIyWmCUylUNzZaQUpHMFlLMlk3SEhFM09DUzU3MlBZRiQlQCN0PWcu) to record relevant training & development needs and to complete the PMDS process

*While TU Dublin will endeavour to address the training needs identified within a reasonable timeframe and in accordance with the Staff Development Policy, the provision of any training will be dependent on sufficient resources being available.*

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| Signature: | Name: | Date: |
| *Reviewing Manager* |
| Signature: | Name: | Date: |
| *Staff Member*  |

*If necessary, additional sheets may be added to this form*

GUIDING QUESTIONS FOR MANAGERS

(To be considered in preparation for the meeting)

1. What have I done?

For all categories of staff:

* What do you feel you have achieved in the last year?
* What do you see as your greatest success?
* Has your job changed significantly ?
* Have you had the opportunity to work cross-functionally?
* What have you enjoyed most about you role?
* What strengths does your role play to?
* What have you found frustrating in your role?
* What training or development did you undertake last year?
* Do you feel your own skills need to be enhanced ?

Specifically for academic staff:

* How have you improved your teaching?
* How have you contributed to the improvement of the performance of students?
* What research/scholarly activities have you undertaken?

2. What do I need to do?

* What do you think of the strategic objectives set for your area? Are we missing any? How would you prioritise?
* How do you think that your objectives for the coming year can assist and support overall objectives for the School/Departmente/Team/Institute?
* Do you feel you have been consulted/included enough in planning for the School/Department/Team?
* Do you understand how your role fits in with the overall role of the School/Department/Team?What do you think you need to focus on in the coming year?
* What one thing can you do to assist in making your area more efficient?
* What are two or three key things that you would like to have acheived by this time next year?
* How do you see your development progressing from here?
* If you wanted to change anything within your ares in the coming year what would it be?

3. What help do I need?

* Did I meet the commitments I made to you last year?
* How can I suppport you in your goals?
* Who else can give you support? (eg colleagues, mentor)
* Is there anything we could do better as a team that would make your role more effective?
* Would some time in another area help to develop you?
* Are there any training and developement programmes that may help?
* Is there anything you do outside work that may contribute to your development?
* When would you like to meet again to review this plan?

GUIDING QUESTIONS – STAFF MEMBERS

(To be considered in preparation for the meeting)

1. What have I done?
* What are the strategic objectives set for my area? How would I prioritise?
* If I had agreed objectives with my manager, which of these have I been able to achieve?
* Have I exceeded those goals in any way?
* What innovations or ideas have I come up with this year?
* What has got in the way of the progress I wanted to make?
* What have I found frustrating and why ?
* What was my greatest success over the last year?
* What have I enjoyed most about my job?
* What concrete things do I feel I have achieved?
1. What do I need to do?

For all categories of staff:

* How do I think my objectives for the coming year support the overall objectives of the School/Department/Team/Institute?
* How can I make my area more efficient in the coming year? (e.g. are there better ways of doing things? Are there improvements to service that I can make? Are there areas that I can collaborate with or support my colleagues? Have I suggestions for my manager?)
* What are one or two things I would really like to achieve in the next twelve months?
* How can I contribute to improvements in the area where I work?
* What are one or two ideas I have had, but not yet discussed with my manager?
* How might changes affect what I do?
* How does the TU Dublin strategy affect my role?

Specifically for Academic Staff:

* What changes/new innovations have I introduced to my teaching?
* How have I contributed to enhancing the performance of my students?
* What research/scholarly activities have I undertaken?

3. What help do I need?

* Did get the help/support that was promised last year?
* If not, what level of support did I get?
* How can my manager support me?
* How can people who work for me or alongside me help?
* What kind of learning and development might I need?
* How can I find out more about that?
* Will my training be funded?
* What other alternatives to courses might help me to learn? ( eg mentoring, secondments)
* When can I talk to my manager about this again?