Personal Development Reviews Guidelines

The Covid-19 pandemic has significantly changed what we have been working on, how we have been working and even temporarily prevented some of us doing our usual jobs. However, the underlying value of a PDR process remains sound.

- A time to reflect, review and learn from the previous year,
- A time to prioritise and agree the focus of future work,
- A time to discuss the support that would enable you to deliver successfully,
- A time to discuss how experiences and development can contribute to your personal career ambitions.

It is therefore important that we do hold PDR discussions and adjust them to take account of the new context and to help you some guidelines are attached. People may use the same form as they did last year.

Review of the previous year
Review what has been achieved (including aspects not anticipated in the original objectives) and reflect on what contributed to the outcome. What worked and what could have gone better? How can that learning help you in future years?
Review what wasn’t achieved, or wasn’t achieved as planned and reflect what (if anything) could have been done differently?

Planning for next year
The 2020-21 year is set to be a challenging year and it will be important that we approach it with a very clear focus and with a strong sense of community. To help with objective-setting, high level key priorities for the College are outlined below:

Student expectations: Planning for, and meeting student expectations around academic engagement in their studies and their experience as a Royal Holloway student will be critical and has already influenced our focus on teaching and learning. We equally need to deliver exceptionally on all aspects of the student experience and providing the necessary spaces, support and infrastructure.

Research: the focus of this year is on providing high-quality teaching and student experience as we move to the blended learning approaches key to the Flexible Education offer. The focus of our research effort in the future needs to be on creating more sustainable research through more funding, an emphasis on 4* research and impact and through knowledge exchange. This year should provide a chance to layout future research plans, and if there is time, in particular undertake grant applications in order to support future research.

Sustainability: 2020-21 is set to be a challenging year financially as we adjust to lost revenue from 2020-19 and respond to an emerging financial position informed by our student intake. Budget holders and colleagues responsible for looking after our assets will need to plan carefully to achieve the best value for money in the way we use and share our resources.
Effective and efficient ways of working: we will focus on simplifying our processes and making it easier for our internal users to engage with them. Where appropriate we will use technology to achieve that.

**People:** We all have an important role to play in our collective wellbeing. More than ever, the year to come is going to need us to look out for each other and we can do that by thinking about how we go about what we do as well as getting the task done. Communications will be particularly important for our managers and leaders, ensuring that messages are effectively shared and reflecting back issues and concerns.

**Responsiveness:** We will remain influenced by Covid-19 throughout the next year. This may create a changing environment where it is important that decision making remains well informed and subject to appropriate challenge and scrutiny, but is also concluded without undue delay and then quickly enacted.

**Support and development**

Whilst a number of support and development needs may be individual it is likely that two key areas will feature frequently:

Further developing skills, confidence and expertise with technology and its increased role into our ways of working e.g., blended learning as part of our Flexible Education offer, Microsoft functionality.

Building skills necessary to ensure that the way we work and the way the campus operates and remains Covid-secure – e.g. new protocols and regimes.

**Forms and deadline**

Recognising that there are many other important things competing for time, it may be that the PDR process needs to be approached with a lighter touch this year and with a particular focus on agreeing expectations for the year ahead.

Forms should be used as they were last year. Further information and guidance is available on the intranet.

PDR completion date is 31 October. Statistics on PDR completion are reported to College Executive Board and you should therefore report back through the standard processes.

For Professional Services areas completion should be recorded by Line Managers in MyView. A set of Guidance notes are available. (*N.B Please use Google Chrome or Firefox Quantum as your browser when accessing MyView*).

For Academic Schools and Departments details will be provided to School Administration Teams shortly.