

# MANAGER PREPARATION FOR DEVELOPMENT CONVERSATION

## How to access the PRD system

Open in a browser > <https://successfactors.newcastle.edu.au>

## Goal Setting - Viewing Development Goals

The screenshot shows the PRD system interface. On the left is a navigation menu with 'Home', 'Performance Goals', 'Performance Review', 'Ongoing Conversations', and 'Development Goals' (highlighted). The main area shows a table with columns: 'Development Goal Name', 'Other comments', 'Status', 'CPM Achievements', and 'Action'. One entry is visible: 'Learn to screen capture' with status 'Not Started' and 0 achievements. At the top, there are dropdowns for 'Select staff' (Bravo Bugner) and '2019 Development Goals'.

## Ongoing Conversations - Review Development Goals

The screenshot shows the PRD system interface for reviewing development goals. The navigation menu is similar to the previous screenshot, but 'Development Goals' is not highlighted. The main table shows the entry 'Learn to screen capture' with status 'Completed' and 0 achievements. The 'Other comments' column for this entry contains: '> Select Employee', '> View Development Goals', and '> Check achievements'.

## Year End Review - Reflect and comment on Development Goals

The screenshot shows the PRD system interface for year-end review. The navigation menu has 'Performance Review' highlighted. The main area is titled 'Overall comments on Development Goals' and shows 'Bravo Bugner's Comments' with the text 'This is a useful skill.' Below this is a rich text editor with a toolbar containing bold, italic, underline, list, link, and other icons, and a text area for entering comments.

# MANAGER PREPARATION FOR DEVELOPMENT CONVERSATION

This form is designed to support an effective development conversation between a Manager and their Staff Member when:

- Managing Career Expectations; or
- Agreeing Development Goals; or
- Reviewing Development Actions; or
- A combination of all these elements of a development conversation

Specifically the Staff Development Conversation guide assists Managers in in:

The diagram consists of three horizontal bars, each representing a stage of a development conversation. Each bar has a dark purple arrow-shaped header on the left and a light purple box on the right containing a checklist.

- PREPARING FOR A DEVELOPMENT MEETING BY PROVIDING A CHECKLIST FOR:**
  - Reviewing documents relevant for the conversation
  - Reflecting on opportunities for skill and capability development
  - Assessing agreed development activities and reflecting on staff members progress and learnings
- PARTICIPATING IN A DEVELOPMENT MEETING BY:**
  - Providing the format of the conversation
  - Showing where the staff member or the manager leads the conversation
  - Encouraging two-way discussion
- ACTION PLANNING FOLLOWING A DEVELOPMENT MEETING BY:**
  - Providing a record of the conversation
  - Showing how to access the PRD system

	MANAGER'S NAME
	STAFF MEMBER'S NAME
	DATE

LOOKING BACK		Manager's preparatory notes for development conversations. Prepare for conversation with staff member by reviewing documents and reflecting
REVIEW	1. Review development plan actions from previous year	<input type="checkbox"/>
	2. Review staff member's development goals in the PRD system	<input type="checkbox"/>
	3. Identify examples or observations of work performance, behaviour and development activities	<input type="checkbox"/>
REFLECT	4. Review data or documentation that provides evidence of learning	<input type="checkbox"/>
	5. Review staff member's self-assessment of development activities vs agreed goals	<input type="checkbox"/>
	6. Reflect on staff member's leadership capabilities and behaviours demonstrated	<input type="checkbox"/>
ASSESSMENT	7. Determine areas of growth and note examples	<input type="checkbox"/>
	8. Evaluate development for the review period and summarise feedback	<input type="checkbox"/>
	9. Assess whether outstanding development goals and actions should be carried over into development plans for the upcoming year	<input type="checkbox"/>
LOOKING FORWARD		Preparatory Notes for Career and Development Planning Conversations
REVIEW	1. Review performance expectations of desired role requirements	<input type="checkbox"/>
	2. Review the staff member's current level of knowledge and experience	<input type="checkbox"/>
	3. Review staff member's career goals and aspirations for upcoming year	<input type="checkbox"/>
REFLECT	4. Provide data and evidence of current work performance so as to identify strengths or gaps that need to be taken into account when formulating development goals	<input type="checkbox"/>
	5. Reflect on the resources necessary to meet the staff member's drafted development goals	<input type="checkbox"/>
	6. Consider development goals and whether they are aligned with organisational needs	<input type="checkbox"/>
CONCLUSION	7. Consider staff plans for the year ahead e.g. leave, secondments etc.	<input type="checkbox"/>
	8. Draft suggested development goals with staff member in accordance with 70:20:10 principle	<input type="checkbox"/>
AFTERWARDS		Finalise conversation and follow up
RECORD	1. Input development summary in the PRD system for previous year's development goals	<input type="checkbox"/>
	2. Follow up necessary resources required for staff member to accomplish their development goals	<input type="checkbox"/>

LOOKING BACK	REVIEW OF DEVELOPMENT & CAREER PLAN	
<b>OPENING</b> Set the scene – welcome the staff member; explain the purpose and benefits of the conversation; provide an overview of the process, and reinforce that development planning is 'owned' by the staff member	<i>List key talking points</i>	
<b>START WITH STAFF SELF ASSESSMENT &amp; DISCUSS</b> Allow staff to reflect on the previous year's development plan and discuss progress and key learnings. Seek clarification and understanding. Refer to prepared notes	<i>Make notes</i>	
<b>PROVIDE FEEDBACK ON DEVELOPMENT &amp; DISCUSS</b> Review the progress made toward the development goals; share your opinion of successes and concerns; discuss any special circumstances that may have influenced the staff member's development activity.	<i>List key talking points</i>	
<b>ACHIEVE CONSENSUS &amp; CONCLUDE</b> Summarise review of previous year's development plan and confirm whether outstanding development goals and actions are to be carried over.	<i>Record outcomes</i>	
LOOKING FORWARD	DEVELOPMENT & CAREER GOAL SETTING	
<b>OPENING</b> Provide context for the year ahead. Reinforce that development planning is 'owned' by the staff member	<i>List key talking points</i>	
<b>START WITH STAFF GOALS &amp; DISCUSS</b> Listen to staff members ideas and aspirations for the year ahead, encourage staff to challenge themselves to improve performance and meet agreed development goals	<i>Make notes</i>	
<b>PROVIDE FEEDBACK ON GOALS &amp; DISCUSS</b> Provide encouragement and advice to strengthen the quality of goals, ensure alignment with organisational needs and motivate staff to meet career aspirations	<i>List key talking points</i>	
<b>ACHIEVE CONSENSUS &amp; WRAP UP</b> Agree development goals, commit to and support their goals, recognise achievements and sign off	<i>Record outcomes</i>	
<b>DOCUMENT DEVELOPMENT CONVERSATION</b> Record development summary in the PRD system	<b>DOCUMENT DEVELOPMENT CONVERSATION</b> Record development goals in the PRD system	

■ MANAGER LEADS CONVERSATION    
 ■ STAFF MEMBER LEADS CONVERSATION