

# STAFF PREPARATION FOR DEVELOPMENT CONVERSATION

## How to access the PRD system

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

## Goal Setting - Recording your Development Goals

Home

Bravo Bugner

2019 Development Goals

+ Add Goal

Actions

Display Options

Home

Performance Goals

Performance Review

Ongoing Conversations

Development Goals

Careers

Go to 'Home' menu

Select Development Goals

Add Goal

Enter details and save

Fields marked with \* are required.

Category: Current Role

Future Role

- Current Role
- Personal

\* Development Goal Name: Learn to screen capture

Experience on the job activities (70%):

Exposure to others activities (20%): Ask colleague how they capture images for their documents.

Education and formal training activities (10%):

Other comments: This will help me produce 'Getting Started' guides for one of my PRD Goals for 2019.

## Ongoing Conversations - Updating your Development Goals

Not Started 1

Edit goal

View goal detail

Goals Alignment Spotlight

Delete goal

Start Date: 01/01/2019

Due Date: 31/12/2019

Status: Not Started

Go to 'Home' menu > Select Development Goals

Click 'Options' three-dot menu > Edit Goal > Edit details and save

Not Started

On Target

Behind Schedule

Completed

## Year End Review - Reflect and Comment on your Development Goals

Home

Home

Performance Goals

Performance Review

Under 'Home' click 'Performance Review'.

Select your Performance PRD plan to begin your Employee Year End Review:

Current Role: Learn to screen capture

Ratings from Others: There are no Ratings from Others.

Achievements: There are no Achievements.

Overall comments on Development Goals: Bravo Bugner's Comments

Completed

# STAFF 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 staff in:

**PREPARING**  
FOR A DEVELOPMENT MEETING BY PROVIDING A CHECKLIST FOR:

- Reviewing documents relevant for the conversation
- Reflecting on career aspirations and potential development goals
- Reflect on the learning and acquisition of knowledge, skills and experience throughout the year

**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 locate the PRD system

	MANAGER'S NAME
	STAFF MEMBER'S NAME
	DATE

LOOKING BACK		Staff Member's preparatory notes for development conversations – prepare for the conversation with manager by:
REVIEW	1. Review development plan actions from previous year	<input type="checkbox"/>
	2. Review your development plan in the PRD system	<input type="checkbox"/>
	3. Reflect on the learning and acquisition of knowledge, skills and experience from the previous year	<input type="checkbox"/>
REFLECTION	4. Collect data or documentation that provides evidence of learning	<input type="checkbox"/>
	5. Reflect on the effectiveness of development actions undertaken i.e. what worked well and what didn't	<input type="checkbox"/>
	6. Undertake a self-assessment of your development activities vs agreed goals	<input type="checkbox"/>
ASSESSMENT	7. Assess your performance and development gaps between current and future roles or your next career step	<input type="checkbox"/>
	8. Assess whether outstanding development goals and actions should be carried over into development plans for the upcoming year	<input type="checkbox"/>
	9. Complete leadership behaviour and development goal self rating prior to the development conversation	<input type="checkbox"/>

**LOOKING FORWARD** Notes for Career & Development Plan Conversations

REVIEW	1. Review outstanding development actions	<input type="checkbox"/>
	2. Review future role requirements or performance expectations and their impact on future development actions	<input type="checkbox"/>
	3. Reflect on your career aspirations and how these fit in with role requirements and organisational needs	<input type="checkbox"/>
REFLECTION	4. Identify realistic and attainable personal, professional or career development goals that are able to be supported with available resources, in accordance with the 70:20:10 principle	<input type="checkbox"/>
	5. Reflect on future skills and capabilities you will require to achieve your desired career path	<input type="checkbox"/>
	6. Undertake a self-assessment of your current work performance to identify strengths or gaps that should be taken into consideration when setting future development goals	<input type="checkbox"/>
ASSESSMENT	7. Assess your manager's support and commitment to identified development goals and actions	<input type="checkbox"/>

**AFTERWARDS** Finalise conversation and follow up

RECORD	1. Update progress comments in the PRD system for previous year's development goals	<input type="checkbox"/>
	2. Input Development Goals for year ahead in the PRD system	<input type="checkbox"/>
	3. Register for any development activities via Discover if required	<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	Make notes	
<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	List key talking points	
<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.	Make notes	
<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.	Record outcomes	

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	Make notes	
<b>START WITH STAFF SELF ASSESSMENT &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	List key talking points	
<b>PROVIDE FEEDBACK ON DEVELOPMENT &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	Make notes	
<b>ACHIEVE CONSENSUS &amp; CONCLUDE</b> Agree development goals, commit to and support their goals, recognise achievements and sign off	Record outcomes	

<b>DOCUMENT DEVELOPMENT CONVERSATION</b> Record development summary in the PRD system	<b>DOCUMENT DEVELOPMENT CONVERSATION</b> Record goals in the PRD system
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MANAGER LEADS CONVERSATION      STAFF MEMBER LEADS CONVERSATION