**Please complete the below and upload to MS Teams in the “General” channel in your named folder before day 2.**

## New Appraiser Training: PDP template

*This will be used for day 2 mini appraisal discussions.* ***It is advisable to use your own PDP to make it easier for you to discuss on the day.***

|  |  |
| --- | --- |
| **Your name:** |  |
| **Please provide a short description of your role:** |
|  |

*Remember: PDPs need to be SMART.
Please enter no more than two PDP items as you will only have 15-18 minutes for the mini appraisal discussion.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Please detail what you need, or would you like to change, develop or do differently in the way you practise, and also why?**  | **How will you know when this is achieved? And what will you do with this new learning** | **What is your timescale?** |
|  | *Try to be as* ***S****pecific as possible (e.g. "indications, side effects and use of new drugs in Type 2 diabetes” rather than "I need to refresh my knowledge of diabetes") and consider the* ***R****elevance to your role.* | *Explain how you will* ***A****chieve this. What resources will you need? How do you* ***M****easure when the learning/development need is met? (Share learning with colleagues? Write up guidance? etc)* | ***T****imescale to be firmed up at appraisal.* |
| 1 |  |  |  |
| 2 |  |  |  |