**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.*

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

*Remember: PDPs need to be SMART.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **What learning/development needs do you have?** | **Why? What made you choose this area to develop?** | **How are you going to learn this?** | **How will you know when this is achieved?** | **What is your timescale?** |
|  | *Explain the need and be* ***S****pecific.* | *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?* | ***T****imescale to be firmed up at appraisal.* |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |