## Talk Time Alternative approach to PDR

**Welcome to your Talk Time. The information below may answer some of the questions you have regarding your talk time. The talk time is about you, your work and your training and development opportunities. It is meant to be a positive experience for you and for your manager. Talk Time can take place as either an individual one to one with your manager or as a collective team discussion. Please take time to read the information below and inside this form.**

**If you have any questions at all, your manager will be happy to answer them.**

**Do I have to fill out this form?**

It is helpful if you can fill out the form as it will help your supervisor/manager prepare for your meeting and you may find it easier to remember what you want to talk about. You can ask a friend, a member of your family to help you note down what you want to say at your talk time. However, you can, if you want to, leave it blank and your manager will help you fill the form out at your talk time.

**NB For Team Talk Time this will be a shared**

**Summary document.**

**What is “Talk time?”**

A period of quality time set aside for **you** (or team) and your manager/ supervisor to talk about **your** job and training needs. Talk time will happen at least once a year.

**What will happen after my “Talk Time?”** The forms will be held by your manager. Your manager will make requests for any training or development opportunities you have agreed and get back to you with the outcome.

**Who will I talk to during my “Talk Time?”**

A member of your management team, who has responsibility for where you work. All of the supervisors and managers have received specific training to ensure that you can get the most out of this time. If you feel uncomfortable in any way about this you can speak to your Manager about how you feel.

**What will we talk about?**

For the majority of the talk time you will focus on what **you (and or team)** have decided to talk about. There will also be an opportunity for your supervisor/manager to raise more specific things like customer service, health and safety and other things that are relevant to you and your job.

**What kind of training and development will I be able to do?** For the most part, any training and development you take part in will be related to your job. If you are interested in training outside the scope of your job you can still discuss this as it may be possible to organise your work to make this possible. Remember, training and development does not always mean you will go away on a course. You may become involved in small projects, or shadow a colleague which also help you to develop.

## Talk Time

## Alternative approach to Performance & Development Review (Grades 2 -4)

Conducted either as a team discussion or as a one to one discussion with a Reviewer

|  |  |
| --- | --- |
| **Name (or Names)** |  |
| **Job role** |  |
| **Directorate / Dept** |  |
| **Reviewer** |  |
| **Date of meeting** |  |

|  |
| --- |
| **Section 1: Preparation before Talk Time meeting**  Reviewees are encouraged to review the optional behavioural development frameworks most appropriate to their role. Your manager may provide additional relevant information.  **Your Work:**  Take a moment to think back over your last year of work and the different things you have been involved in,  **1**. What aspects of your job have gone well over the last year?  What have you enjoyed the most? |
| This is what I’d like to talk about: |
|  |
| **2**. Where could things have gone better?  Do you have any suggestions to make things better? |
| This is what I’d like to talk about: |
|  |
| **3**. What changes do you think will help you in your work?  Think about systems and procedures or equipment and materials. |
| This is what I’d like to talk about: |
|  |
| **4**. Are you happy working in the area you are currently working in?  Do you have any particular aims for the next year to two years? |
| This is what I’d like to talk about: |
|  |
| **5.** What kind of information do you need to do your job?  Do you get this information when you need it? |
| This is what I’d like to talk about: |
|  |
| **6**. In what way do you think communication in the department could be improved so that it helps you in your work? |
| This is what I’d like to talk about: |
| **Your Development** |
| **7.** What training have you had over the past year?  How has this made a difference to the way you do your job? |
| This is what I’d like to talk about: |
|  |
| **8.** What development do you think will help you do your job better or safer? |
| This is what I’d like to talk about: |
| **Anything else** |
| **9.** Is there anything else you’d like to raise?  Please remember: If this is a Team Talk Time and you would rather raise an issue with your  reviewer on a private one to one basis, please approach them at the end to arrange a meeting. |
| This is what I’d like to talk about: |
| **Thank you for filling out this part of the document** |
| **10.** Additional points raised by your Manager and related to your job.  For example, health and safety, food safety, customer service, special projects. |
|  |
| **Section 2: To be completed by the reviewer after the Talk Time meeting** |
|  |
| **Summary of Review meeting:** |
| **Summary of agreed actions:** |
| **Summary of Training needs:** |

**Reviewee / or reviewees (if team talk time)**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reviewer / Manager**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy is to be retained by the Reviewee and the Reviewer.

In some directorates, extracts are held for training and development planning.