The Personal Development Planning and Review (PDP&R) cycle is shown on the diagram below. PDP&R should be an ongoing process with at least one summary meeting between manager and staff once a year. Click on any of the links in the diagram to find out more about each section.

Staff are clear about what knowledge and skills they need to do their job

Staff undertake development activity to develop skills

Development Activities

Staff & manager discuss the contribution made by the staff member to delivery of safe and effective care for patients and the public

Personal Development Review

Staff & manager agree what further skills need to be developed

Personal Development Plan