Looking Back

- PDP Review
  - Discuss & review learning from previous learning & development
  - Confirm PDP Activities that have been "completed"

- Objectives (where applicable)
  - Review previous years objectives & the outcomes
  - Discuss any implications or barriers which may have affected progress

- KSF Evidence
  - Discuss and confirm gathered evidence for KSF Post Outline
  - Record a summary of the evidence presented
  - Sign off completed review (reviewer & reviewee)

Looking Forward

- Your Annual Review
  - Set objectives (where applicable)
    - Discuss and agree objectives to be achieved over the next 12 months

- KSF Development Planning
  - Discuss and agree any parts of the KSF post outline that need more attention, explanation or development
  - Discuss what types of evidence might be helpful for next year’s review

- PDP Creation
  - Discuss and agree any relevant work related development activities
  - Agree Personal Development Plan for next 12 months

Personal Development Planning and Review using the KSF