



EMPLOYEE DEVELOPMENT REVIEW PROCEDURE

SETTING A DATE FOR YOUR REVIEW MEETING

It is the responsibility of your line manager to ensure that your review meeting takes place annually (normally following a twelve month cycle based on your start date). You and your line manager should agree how you intend to ensure that this happens.

EMPLOYEE PREPARATION (section one)

You will need to take time to consider the questions set out in section one of the Employee Development Review (EDR) form as your responses will form the basis of your review meeting. **This part of the form should be returned to your line manager no later than one week before your scheduled meeting.** Please try to complete the form as honestly as possible. Consider both what you have achieved over the last year (it is often easy to forget the positive things!) and also any areas of potential development. Remember that recognising aspects of a job not well done or personal characteristics upon which you would like to work demonstrates both strength and self-awareness.

LINE MANAGER PREPARATION

Having received your completed section one, your line manager will consider the matters you have raised and identify any additional areas they may wish to discuss. If these differ substantially from the areas you have outlined your manager will discuss this with you prior to your review meeting.

YOUR REVIEW MEETING (section two)

Review meetings are an opportunity to talk openly about how you feel you can improve and develop your role in resourcing and/or inspiring the mission of the Diocese as effectively as possible. Discussions should focus on what has helped and hindered achievements and relationships; what personal responsibility you have been able to take to resolve issues; and on what your manager can do that will encourage, motivate and/or support you moving forward.

AGREEMENT OF REVIEW RECORDS (section three)

Within two weeks of your review meeting your line manager will return your EDR form detailing an overview of the areas discussed and confirming your agreed development plan.

You in turn will then complete the employee overall comments and feedback section and return your EDR form to your manager. If you have any concerns you should discuss these with your manager.

FOLLOW UP

If reviews are to achieve their aim of supporting our personal and professional development it is essential that both you and your line manager ensure that any agreed action points are followed up.

FURTHER INFORMATION

If you need further advice or assistance please contact either your line manager or HR.

Skills Framework

Effectiveness at work is based both on technical skills and knowledge and also on the way in which we approach our work. Being conscious to go about a job in a way that is both sensitive to the needs of others and values the individual worth of others is key in ensuring we maintain and promote our Christian values.

As you prepare for your review meeting please therefore take the time to work through the Skills Framework below considering your own personal strengths and areas which may benefit from development. Please do not feel that you need to make a written assessment of each of the identified skills but you are encouraged to consider where you feel your strengths lie and any areas you might like to develop and note this down in the relevant part of **section one of your Review Form**. You may also like to use the space in the right hand column below to make notes of ideas for starters for conversations.

Skill	Examples of areas of strength	Space for notes
<i>Interpersonal Skills and Integrity</i>	<p>Sensitive to and respectful of the needs and views of others and aware of the impact of their approach/behaviour on others</p> <p>Able to challenge in a constructive and supportive manner without causing offence</p> <p>Notices when self and others are under pressure</p> <p>Has the confidence to admit mistakes and accept constructive criticism</p> <p>Does not bluff – admits when an answer is not known</p>	
<i>Communication</i>	<p>Communicates clearly</p> <p>Listens and questions to check understanding</p> <p>Contributes with confidence</p>	
<i>Professional Knowledge and Technical Skills</i>	<p>Maintains skills and up to date knowledge of professional and technical issues in relation to own area of expertise</p> <p>Complies with legislation, professional codes and organisational procedures</p> <p>Able to balance local requirements with the overall needs and mission of the Diocese</p>	
<i>Achievement and Drive</i>	<p>Seeks to be challenged and stretched – both by learning from others feedback and in proactively setting own objectives</p> <p>Takes pride in achievements and is resilient when faced with setbacks/barriers</p> <p>Suggests and willing to consider, and where appropriate, implement improved ways of doing things and is receptive to change – rather than fearful</p> <p>Can balance imagination with realistic implementation</p>	
<i>Organisation, Planning and Decision Making</i>	<p>Organised and efficient – adopts a systematic and structured approach to tasks</p> <p>Accurately predicts time required for work, sets aside personal planning time and manages interruptions</p> <p>Considers the broader picture</p> <p>Not afraid to make appropriate decisions and is able to justify them</p> <p>Understands any financial implications of their decision making</p>	

Please note that there is an additional skills framework for those with **line management** responsibilities – details of which are available within the Line Manager’s Guidance documentation.