

1:1 Performance and Development Review for Social Work Managers

Name:	Manager:
Department:	Team:
Role:	Review Period:

Employee Signature:
Manager's Signature:

Objectives

Personal Objectives (SMART = Specific, Measurable, Achievable, Relevant, & Time-bound)	Comments on Progress (Including date and development requirements)	Links to PCF domains/Outcomes (please tick) *								
		1	2	3	4	5	6	7	8	9
Mandatory objectives for managers only										
Hold a formal PDR for each of my direct reports every six months										
Undertake at least 15% sampling of the formal PDRs undertaken by my direct reports every six months										
Objectives rating (1-4)*										
Council and Organisational Priorities	1. Create a great place for learning and opportunity 2. Encourage and promote job creation and economic prosperity 3. Build pride, responsibility and respect to create safer communities 4. Improve health and wellbeing 5. Protect and promote our clean and green environment									
*Ratings:	1 = Exceeds target 2 = On target performance 3 = Some Improvement Needed 4 = Unacceptable performance									

Data Protection Act

The purpose for collecting your personal details on this form is to allow the Council to record performance and development needs. Once the form has been completed the Council will store the details on it's network. Access to the information provided on the form will be between the employee and Manager. The information will be retained for 7 years before being securely disposed of. This information could be shared with auditors to ensure the One-to-One Performance and Development Review process is being applied.

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Behaviours (refer to Leadership Framework)

Behaviours	How did I do? Performance Summary Links to the PCF	Rating (A/N)
▪ Proud & Passionate		
▪ Create clear, shared direction		
▪ Get things done		
▪ Value and develop people		
▪ Engage & collaborate		
▪ Trustworthy & consistent		

Rating

A = Achieved	N = Not Achieved
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Personal Development Plan

***PCF Domains:**

For Level Descriptors of the PCF Domains at your level, please see:

<http://www.collegeofsocialwork.org/pcf.aspx>

1. Professionalism
2. Values & Ethics
3. Diversity
4. Rights, Justice & Economic Wellbeing
5. Knowledge
6. Critical Reflection and Analysis
7. Intervention & Skills
8. Contexts and Organisations
9. Professional Leadership

In order to achieve my objectives, I plan the actions and activities set out below:

Development Area (what)	Action (including any training & timescales) (how)	Review Comments (including dates of completion, etc.) Links to PCF Domains/outcomes*

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Additional Comments & Final Rating

<i>Employee</i>	<i>Manager</i>
<ul style="list-style-type: none"> Factors that may influence achievement of objectives & behaviours and how these will be managed/support required Suggestions for improving the service Any other comments 	<ul style="list-style-type: none"> Any additional support to be provided Overall assessment of employee's performance
Overall PDR rating (1-4)	

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