



Striving for excellence and
developing our employees

Appraisal and Development Review (**ADR**)

Reviewee's Briefing Session

westlothian.gov.uk



West Lothian
Council

Aim & Learning Outcomes of Workshop

Appraisal and
Development
Review **(ADR)**

AIM

To provide participants with a clear understanding of what the review process is designed to achieve and what you need to do to ensure that you receive the necessary support.

LEARNING OUTCOMES

By the end of this session, you will be able to;

- ❑ Follow the ADR process
- ❑ Complete the appropriate documentation
- ❑ Identify any additional help and support



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Why is the Appraisal & Development Review Process Important?

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Appraisal is important because it focuses on achieving agreed outcomes that are consistent with the council's guiding principles and values.

ADR helps ensure that we are clear about:

- What's expected of you (targets and outcomes)
- How you are expected to do the job (the core competencies: behaviours, skills & abilities)
- How well you are doing it (discuss & identify any development areas)



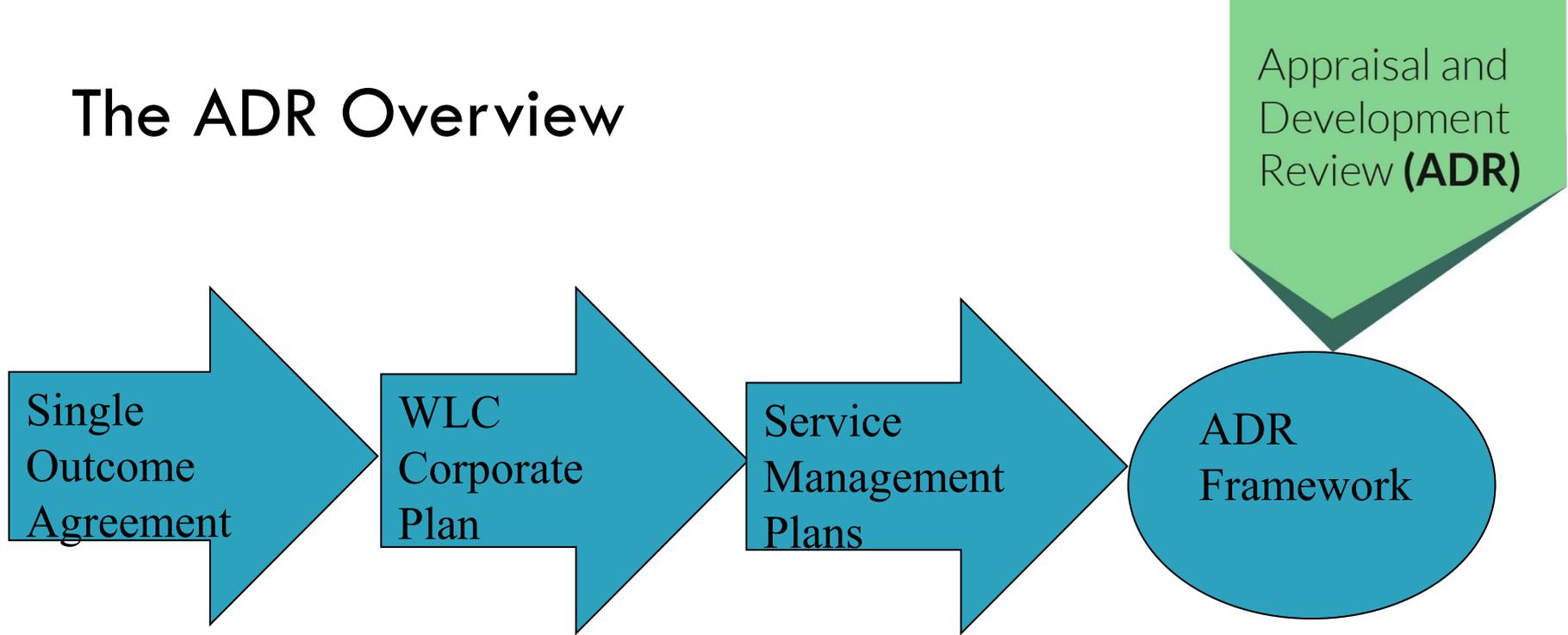
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The Benefits of ADR are that it:

- Develops a fully skilled, engaged and motivated workforce
- Provides an opportunity to discuss performance and development
- Helps manage relationships
- Identifies any support required for the role
- Assesses performance and focus on future objectives, opportunities and resources needed
- Enables structured feedback on work achievements
- Improves performance and well-being
- Creates a “golden thread” that connects work plans & objectives with the strategic plans of the council



The ADR Overview

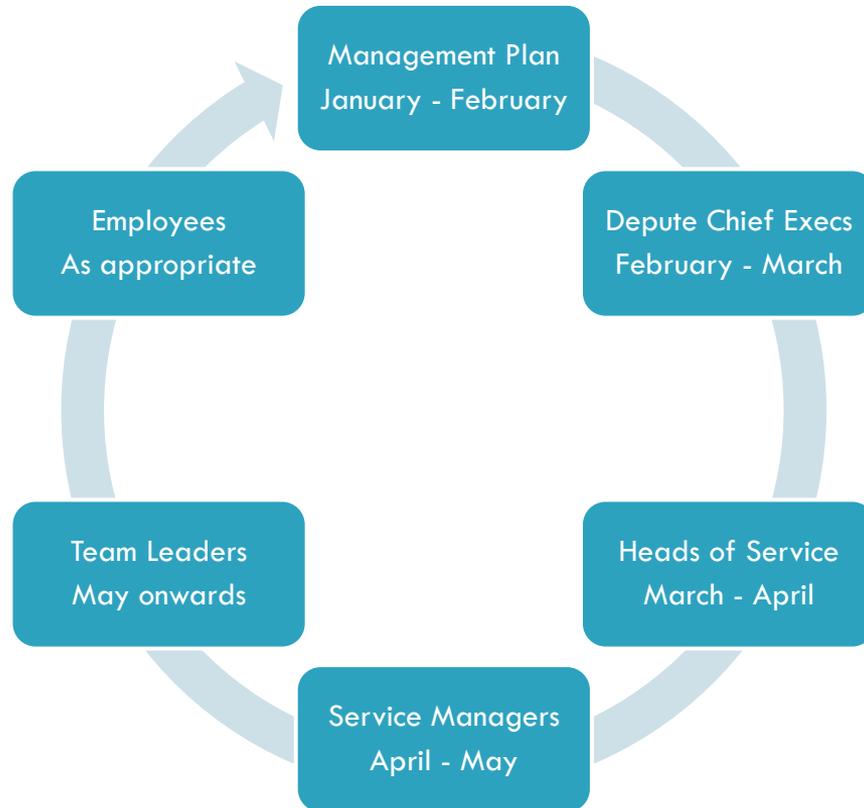


- Supports the delivery of the council's outcomes & priorities
- Creates a “GOLDEN THREAD” that connects the work plans & objectives with the strategic plans of the council



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The ADR Cycle – Golden Thread



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The ADR Process

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1. How does the process apply to you?
2. Review meeting arrangements
3. Preparing for your review meeting
4. Your review meeting
5. Agree a performance development plan
6. Sign-off the recorded discussion as an accurate record
7. Regular one to one meetings



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ADR Review Structure

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The review meeting has 3 main parts:

1. Work review
2. Competency Evaluation Framework
3. Performance Development Plan



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Work Review

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Here, we need to consider:

1. Main actions for the current period (imminent work priorities)
2. Eventually above points would be reviewed and new actions agreed
3. SMART objectives



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Key Result Areas & Behaviours/Competencies

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The above covers:

- The essential performance outcomes of your job
- What you need to be doing to perform effectively
- What is expected of you
- How you are expected to do it
- The need to provide practical examples (if applicable)



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Practical Examples

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Could include:

- KPIs'
- Compliments
- Feedback
- Deadlines met, targets achieved, reports completed
- Continuous improvement, new ideas, contributions at meetings
- Taken on additional tasks/responsibilities
- Mentoring/coaching others
- Projects involved with
- Application of any training



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Performance Development Plan

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Here we need to consider what types of learning & development methods are available to help develop in your role.

This discussion could include the following:

- On the job training
- Coaching/mentoring
- Secondments
- Projects
- E-learning
- Class room based
- Webinars
- Action learning sets
- Reading
- Observation



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Sign Off & Regular One to One Meetings

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Need to consider:

- Manager & employee comments
- Any disputes?
- The Employee Engagement Framework



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Additional Help & Support

- ❑ Line Manager
- ❑ Human Resources
- ❑ Documentation on Mytoolkit
- ❑ Other related development events
- ❑ Colleagues

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Questions

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Who would like to ask the first question?



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