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# Appraisal and Development Review (**ADR**)

## Reviewee's Briefing Session

[westlothian.gov.uk](http://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?

Appraisal and  
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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)



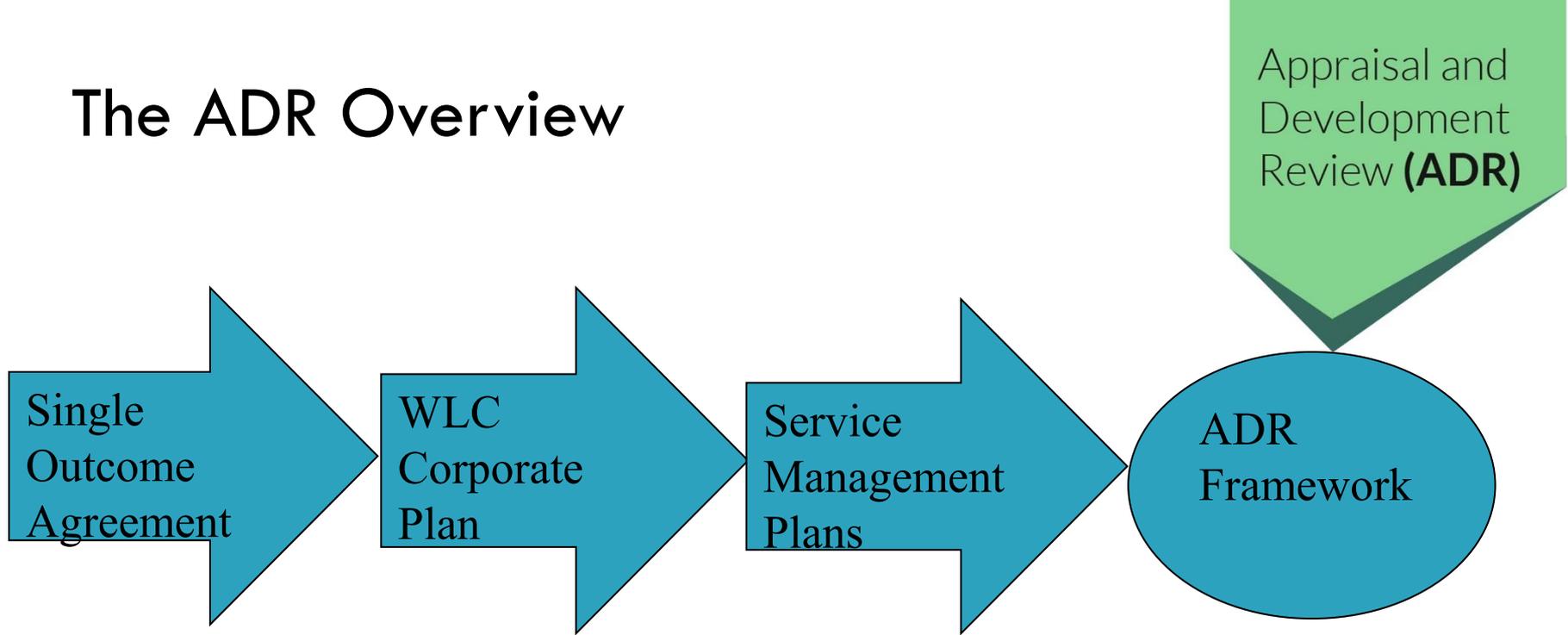
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# The Benefits of ADR are that it:

- 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

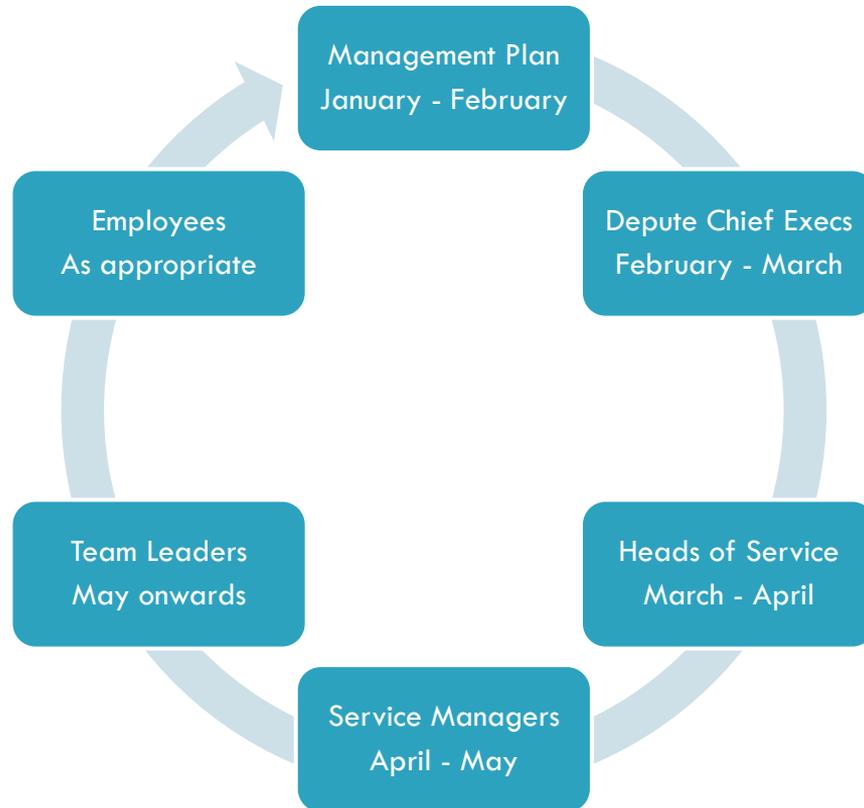


- Supports the delivery of the council's outcomes & priorities
- Creates a “GOLDEN THREAD” that connects the work plans & objectives with the strategic plans of the council



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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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