

# PDP&R - Professional Administration

## Supporting admin staff unlock their potential



Growing Our Great Community

Your Personal Development Planning & Review is your roadmap to growth, confidence, and career progression.

### Why It Matters:

- **Clarity** on your role, goals, and development needs
- **Confidence** in your contributions and future direction
- **Connection** with your line manager through meaningful conversations

### What's in Place to Support You:

✓ **PAT Team Induction Support:** - From day one, new admin staff are guided to the **PAT SharePoint page**, your go-to hub for all things PDP&R—resources and guidance at your fingertips.

### ✓ Career Conversation Training

Led by the **AGM Team**, this informal 1-hour session helps you understand how to complete your PDP&R with confidence. It's relaxed, practical, and designed with admin staff in mind.

### ✓ Empowering Technology

The PAT Team has equipped Admin Managers with tools like the **Booking App**, allowing you to schedule your PDP&R at a time that suits both you and your line manager—putting you in control of your development journey.

**"Mark, Administration Governance Manager, Professional Administration"**



**Need help with planning for your PDP&R conversation or using TURAS Appraisal?**  
**See the L&E Pages on Staff Net Hub**