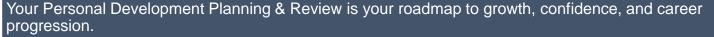


# PDP&R - Professional Administration Supporting admin staff unlock their potential





## 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









**Growing Our Great Community** 

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