

## Performance Management Development System Procedures

### Fostering Individual Talents in an Ever Changing World

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Notes	

## 1. INTRODUCTION

The TU Dublin Performance Management and Development System (PMDS) supports staff development and engagement by enabling every employee to actively engage with the university's shared purpose and contribute to the delivery of our strategic plan.

The PMDS system identified individual and strategic learning needs that champions a passion to excel and enable staff to achieve their full potential. PMDS is a continuous engagement process so that staff can explore learning opportunities to enhance skills and competences, develop agility and adaptability for future career progression. It also provides opportunities to clarify performance expectations, identify supports, practical or otherwise a staff member may require and in parallel the opportunity to reflect and celebrate personal achievement, success and contribution.

One of the greatest strengths of PMDS is the opportunity it creates for staff to take personal responsibility for continuous improvement at each stage of their career.

## 2. THE PMDS PROCESS

- 2.1 **The PMDS Review meeting** is the primary opportunity for each individual staff member to play a unique role in identifying and agreeing their goals and priorities. The meeting itself is confidential between the staff member and the manager. It should be an enjoyable and positive experience and the staff member should have confidence in knowing that at the end of the meeting they will have an agreed Personal Development Plan (PDP) with their manager to support their career development. The meeting provides an opportunity for managers to acknowledge success, achievement and the contribution that a staff member has made. The staff member has an opportunity to explore training and development needs in line with their current role and career progression. There is also an important opportunity to identify any barriers that might exist and for discussion as to how the staff member can be supported to reach their full potential.
- 2.2 To guide discussion at the meeting a [PMDS Form](#) is completed by the staff member and submitted to their manager at least one week in advance of the meeting.
- 2.3 The first meeting following probation serves as the "look back" for the purposes of review. Where it is a first meeting following promotion or reassignment to or from another role for example, then it may not be possible to review previous goals and priorities. However, this should not deter the staff member recording their achievements from a previous role and progress made.
- 2.4 The meeting is a key opportunity to discuss the various supports available in TU Dublin such as the Learning, Teaching & Technology Centre and workshops, Staff Development programmes and courses, the Fee Support Policy, the Fee Waiver Scheme and supports available through Research and Enterprise services. It is expected that training obligations

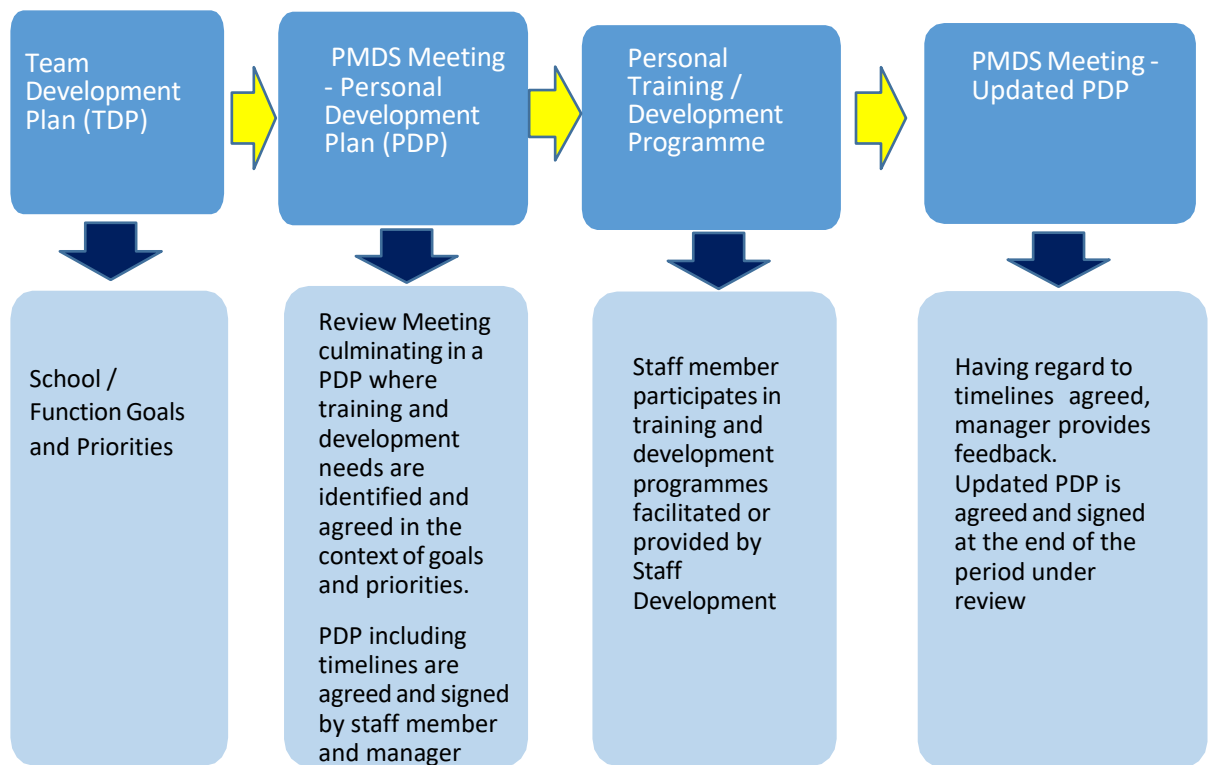
such as Health and Safety, General Data Protection Regulations, Dignity and Respect at Work, Equality Diversity & Inclusion<sup>1</sup> etc. should be explored during the meeting.

- 2.5 Academic Managers have a responsibility to ensure that the requirements for Progression from Assistant Lecturer to Lecturer are discussed at the review meeting of Assistant Lecturers around
- i) qualifications
  - ii) activities the staff member should become involved in that would help meet the requirement for 'Demonstrated Performance, Ability & Experience' and
  - iii) areas of Research & Scholarly activity appropriate for the staff member.
- 2.6 **The Personal Development Plan (PDP)** is the primary outcome from the Review meeting. The PDP [TU Dublin PDP Form - 2020.pdf \(dit.ie\)](#) is confidential between the staff member and their manager. It identifies individual goals and priorities in the context of the School/Function goals and priorities or Team Development Plan (TDP); and captures the training and development needs required for the staff member's current role and for future career progression. The training and development needs agreed must be realistic and must take cognisance of the amount of resources available and the key priorities of the University.
- 2.7 At the end of the meeting, the PDP will be signed by the staff member and the manager and a copy of the signed form given to the staff member.
- 2.8 Following the meeting, it is the responsibility of the manager to complete the **Online Survey Tool** to capture outputs from the meeting. This must be completed even if there are no training and development needs identified that can be met by Staff Development and the Learning Teaching & Technology Centre. All of the information collected in the survey is treated as confidential. The information provided by each staff member will only be used to identify staff training and development needs and to record the number of PDP meetings that have taken place to inform the University's compliance rates. Once the manager inputs the information on the Online Survey Tool, the system will generate a report, and this report should be shared with the staff member.

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<sup>1</sup> A university wide EDI module currently under development by the IUA and will be available soon

## 2.9 PMDS at a Glance



**A continuous cycle of engagement and communication between the staff member and their manager**

### 3. GUIDANCE MATERIAL AND TRAINING SUPPORTS

3.1 **Guide to the Performance Management Development System (PMDS)** is available at <https://www.dit.ie/intranet/media/humanresources/documents/PERFOR~2.PDF>

3.2 **Managers Guide to Performance Management:** <https://www.dit.ie/intranet/media/humanresources/documents/MANAGE~1.PDF>

3.3 The following training is facilitated or provided by TU Dublin:

- PMDS General Awareness Session for Managers and Staff
- PMDS Preparation Training for 'Teams' about to start on the PMDS process - including more detailed awareness and training on the Personal Development Plan (PDP) process
- School / Function Goals and Priorities or Team Development Plan Facilitation
- Individual and small group PMDS coaching sessions

#### 4. QUERIES

**Contact:** People Development Team

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