

CDR Conversation Guide

Whether you are a manager or a colleague, please use this form as a guide to support your preparation and the structure for your CDR conversations. See also the CDR Guidance for My Development to support and capture process:

1. Check in on workload and wellbeing

- Overall, how do you feel things are going?
- How has your workload and wellbeing been?
- How can we best support you?

2. Performance / progress

- How are you getting on with delivery of your objectives?
- What have been the successes / areas for development?
- Do any objectives need amending or updating?
- Where (if needed) could we re-prioritise projects/accountabilities?
- How can we help? Where do you need my support?

4. Career development & aspirations

- How do you think you can grow/develop in your role?
- What development, training or support would assist you in the delivery of your work?
(Note: consider on-the-job and peer learning in addition to training courses)
- What are your career goals and what reasonable support can we provide?
- What development opportunities have you taken or would like to explore?

5. Working together

- How well are we working together?
- What do I / we do that is helpful?
- Are there any additional resources or workplace adjustments we need to explore?
- Is there anything we/I could do differently or should change to support our ongoing effectiveness?

6. Agree actions and close

- What have we agreed together? (Summarise)
- How will we capture this and any updated objectives, and by when?
- What are our next steps and the date of our next meeting?
- What appreciations can be offered? (How have we worked well together in this process)