

MID-YEAR CHECK IN

Conversation and resource guide



The mid-year check in is a chance for you to meet with your leader to review the progress on different areas of your PDP. Follow these steps to get the most from your conversation.

1

SCHEDULE YOUR CHECK IN

Schedule a mid-year check in with your leader. Allow at least 30 minutes.

2

BEFORE YOUR CHECK IN

Review each section of your performance and development plan and identify:

- areas that have been progressing well, and why
- areas that have not progressed, or gone off track, and why
- what action needs to be taken to get back on track
- what ongoing support or guidance you need from your leader.

3

AT YOUR CHECK IN

Share with your leader the progress of your goals, what you have achieved and how you have developed. Ask your leader for feedback that will be useful for you moving forward and agree on any changes or additions to your PDP.

4

AFTER YOUR CHECK IN

Update your PDP to include any changes discussed with your leader. Then summarise the check in conversation in your PDP template under the review section.

Try to be concise and capture the key outcomes, changes and agreements. Then get this signed off by both you and your leader.

5

MAKE THE MOST OF YOUR CHECK IN

Complete the [online plink training](#) to help prepare for your check in meeting.

Have **regular conversations with your leader** throughout the year so your check in is more focused and time efficient.

Gather and **track evidence to measure your progress** against goals such as data, reports and feedback.

