


# DEVELOPMENT DIALOGUES

## QUICK RESOURCE GUIDE

Engaging performance through meaningful conversations



Hi

Hello

Please read this quick guide for Professional Administrative Support Staff (PASS). Look out for page references like the one shown here for more information.

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Your HR Practitioners

The purpose of Development Dialogues is to ensure your development and performance are on track and to discuss successes, challenges and opportunities with you.

Good job!

Oops, not great

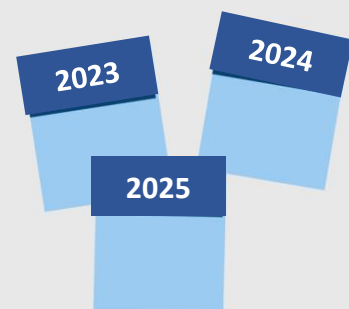
I've got a problem ...

We agree

Well done!

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Development Dialogues is a continual process with certain annual events. Although the performance assessment happens once a year, you and your manager should talk - or 'dialogue' - whenever there is a need.



Hmm we should have a chat soon.

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The assessment is linked to remuneration and rewards.

My objectives

Outcome of performance

My rewards!



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June marks the beginning of the development dialogue cycle (performance management cycle). Line managers and their subordinates need to engage in performance appraisal and new performance contracts (and set objectives for the new year)

2024  
June

How do I rate myself?

Things I did well

Things I did not do

How I did things, and good examples



You and your Line Manager meet for the annual Development Dialogue.

Aspirations

Feedback

Personal Objectives

Ratings

Development needs

Performance

Ability

Departmental objectives

Willingness

You

Line Manager

These are the possible performance rating scales and outcomes each objective can have relative to your performance:

Unrated

It's too soon for an assessment (you're new)

Wait for next year, and work towards a good rating



Meeting

You meet and occasionally exceed some of your KPAs

Good effort, try to do even better



Not meeting

Most of your objectives were not met

A Performance Improvement Plan (PIP) is needed



Exceeds

Wow. You went above and beyond!

Enjoy your reward. We can't wait to see what you do next



At the end of the development Dialogue, you and your Line Manager agree performance objectives for the next cycle

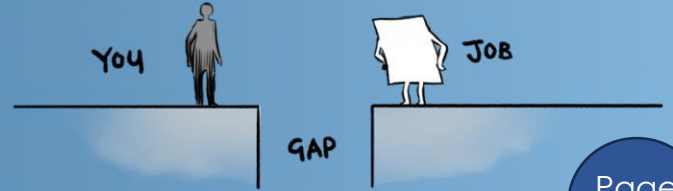
I know what is expected of me for the next cycle



- Aspirations
- Opportunities
- UCT Objectives
- Department Objectives
- Team Objectives
- Individual Objectives

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Were there any gaps between you and your objectives that needed to be filled?



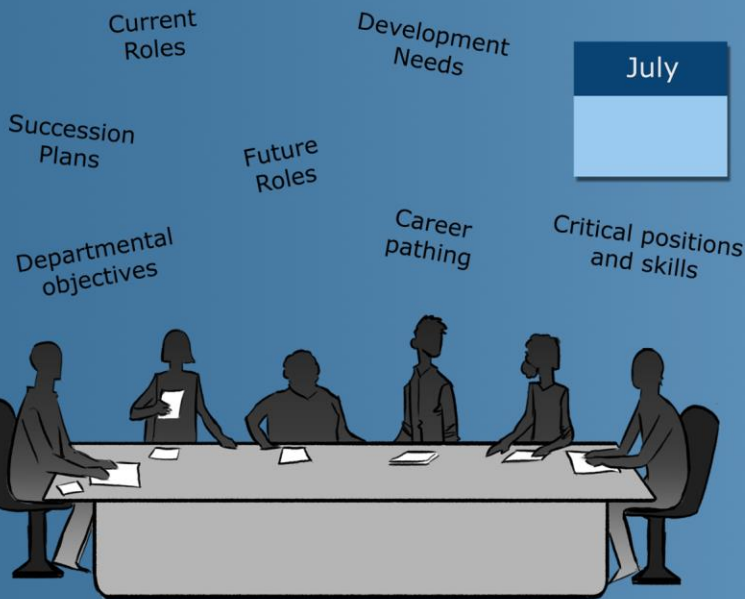
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Development Plan 2020			
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You and your Line Manager meet and discuss the plan

The Development Forum is a departmental meeting where all line managers within a department meets to discuss the outcome of performance in their respective areas, scarce and critical skills, succession planning and development.



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This development forum is succeeded by a consistency check forum. Finally the VC's office signs off the overall performance of all PASS staff.

Line managers should communicate feedback to staff upon the VC's sign off process

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The annual assessment is now complete for this cycle but remember to keep performing and developing