

BENEFITS OF A FORMAL DEVELOPMENT REVIEW

Manager	Individual
<ul style="list-style-type: none"> • A formal setting to clarify priorities and expectations. 	<ul style="list-style-type: none"> • Time with your manager to discuss issues specific to you.
<ul style="list-style-type: none"> • An opportunity to review and reset standards. 	<ul style="list-style-type: none"> • An opportunity to clarify what is expected of you.
<ul style="list-style-type: none"> • An opportunity to reflect on your goals and where this person fits in to these. 	<ul style="list-style-type: none"> • An opportunity to reflect on your role and what you have achieved, areas you need to continue to develop.
<ul style="list-style-type: none"> • Reinforce goals and objectives. 	<ul style="list-style-type: none"> • A time to set goals and objectives - work and personal.
<ul style="list-style-type: none"> • Find out what the person thinks on all sorts of issues. 	<ul style="list-style-type: none"> • Hear how your manager assesses your performance.
<ul style="list-style-type: none"> • Allow the person an opportunity to change because they are fully aware of strengths and weaknesses. 	<ul style="list-style-type: none"> • Change or improve your performance because you have been told what your manager thinks.
<ul style="list-style-type: none"> • Raise concerns and discuss potential problems, monitor progress. 	<ul style="list-style-type: none"> • Raise concerns and discuss potential problems.
<ul style="list-style-type: none"> • Discuss workload, goals, and objectives, evaluate and determine the outcome. 	<ul style="list-style-type: none"> • Discuss if workload is too great or under stress, re-evaluate time frames and volume, reset deadlines.
<ul style="list-style-type: none"> • Discuss and manage career expectations. 	<ul style="list-style-type: none"> • Discuss career aspirations.
<ul style="list-style-type: none"> • Discuss development and training opportunities. 	<ul style="list-style-type: none"> • Find out about training and development opportunities.
<ul style="list-style-type: none"> • Build and develop your relationship with the person. 	<ul style="list-style-type: none"> • Talk about topics or issues that you may have not had the opportunity to, or may have been difficult to raise.
<ul style="list-style-type: none"> • Get feedback from your direct reports. 	<ul style="list-style-type: none"> • Give feedback to your manager.