

2. PDP planning with your supervisor

Personal development planning is a joint effort, *led* by the postdoc and *supported* by the supervisor. Therefore, it is essential to plan an PDP meeting with your supervisor. During the PDP meeting the postdoc and supervisor will discuss and refine the ideas they have prepared before the meeting (see PDP conversation tool). They will talk about development of the postdoc within the current job and discuss possibilities for future career development.

The output from the discussion is a refined PDP with goals and activities that will allow the postdoc to grow in directions of interest, while contributing to the needs of the organization. Together, the postdoc and supervisor create a plan the postdoc can act on and the supervisor can support. The process for getting ready and having the meeting is described below.

| PREPARE | |
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| Postdoc role | Supervisor role |
| <ul style="list-style-type: none"> • Review your most recent annual performance appraisal ('jaargesprek') and your goals for this year. Think about what skills are needed for your current work and future positions, along with your interests and Radboudumc's needs. • Make notes in the postdoc sections of the PDP Conversation Tool, and bring it to your meeting • Prepare to lead the discussion – this is <i>your</i> development plan • Use the meeting steps in the next section to plan and stay on track during the meeting. | <ul style="list-style-type: none"> • Review the postdoc's most recent annual performance appraisal ('jaargesprek') and goals. • Think about resources and opportunities that might provide development for your postdoc. • Think about how your postdoc's talents and strengths can be best utilized. • Your postdoc will use the meeting steps in the next section to walk you through their ideas and goals for professional development. |
| MEET | |
| Postdoc role | Supervisor role |
| <ul style="list-style-type: none"> • Your role is to provide an overview of your thoughts for each section of the PDP Conversation Tool, and share how you arrived at your ideas. • Invite your supervisor to share his or her perspective as you move through each section and come to agreement about what will be incorporated into the plan. • Set a time to get the refined PDP back to your supervisor and calendar a time for your first check-in. | <ul style="list-style-type: none"> • Your role is to help the postdoc think through the plan based on what you know about the department's direction and goals, the Radboudumc's goals and the postdoc's skills. • Make sure you are clear about what will be included in the refined PDP, and how you will support it. • Calendar the first check-in when your postdoc will meet with you to check progress. |
| FOLLOW-UP ON THE PLAN | |
| Postdoc role | Supervisor role |

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| <ul style="list-style-type: none"> • Send your supervisor a copy of the finalized plan. • Implement the plan – this is your career, your future and only you can take the steps required to develop and grow your skills and capabilities. • Hold to your scheduled meetings with your supervisor to track progress and make adjustments as necessary | <ul style="list-style-type: none"> • Help your postdoc secure resources or opportunities to accomplish their goals (training, new assignments, people to contact). • Check-in informally on a regular basis to find out how much progress has been made. • Hold to your scheduled meetings with your postdoc to track progress and coach as necessary. |
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PDP conversation tool

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| <p>Where I see myself in the future (my career and/or professional growth goals)</p> | | <p>Where you see me in the future (growing in current job or taking on new responsibilities)</p> |
| <p>What I see as my strengths and talents</p> | | <p>What you see as my strengths and talents</p> |
| <p>What I see as my development opportunities</p> | | <p>What you see as my development opportunities</p> |
| <p>What I see as possible development actions for me</p> | | <p>What you see as possible development actions for me</p> |
| <p>Development plan I will commit to and you will support for this year</p> | | |