Development, Performance & Review (DPR)

WEBINAR 2021

Human Resources
This session

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Purpose of DPR

- Align expectations & direction
- Focus on coaching for success
- Where do I focus my effort to make a difference?
- Develop capability
- Recognition & appreciation

Through annual and regular conversations & feedback...

Plan
Review
Progress
What’s in it for each of us?

CONVERSATIONS MATTER

- **Clarity** on roles, performance and behavioural expectations
  - Finding ways to apply your strengths and be innovative in how we work

- **Support and encouragement** to build capacity and fulfil people’s potential
  - Sound out our ideas, supporting a culture of open and ongoing conversation

- **Opportunities** to grow and develop @ MQ
  - Understanding and support of our varying goals and career aspirations

- **Recognition**, value and celebration of effort, and of achievements
  - Building trust and collaboration

- **Link to purpose**
  - Appreciation of how our work contributes

Human Resources
# DPR Roles & Responsibilities

**WE NEED TO TAKE SHARED RESPONSIBILITY FOR DPR CONVERSATIONS**

<table>
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<th>As employees we are responsible for:</th>
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<td>• Planning and driving our work goals, professional development and career aspirations;</td>
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<td>• Having open, honest and transparent conversations;</td>
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<td>• Understanding and seeking clarification of expected outcomes, quality of work and key priorities;</td>
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<td>• Advising our leader of issues relevant to delivering outcomes and the support needed</td>
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<td>• Providing constructive feedback to our leader;</td>
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<td>• Acting on constructive feedback;</td>
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<td>• Taking time to reflect on our progress, to learn and recognise our achievements;</td>
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<td>• Being proactive about our own development</td>
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<th>Leaders are responsible for:</th>
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<td>• Ensuring a shared understanding of clear objectives, priorities, directions and performance standards</td>
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<td>• Ensuring employees have the support and resources they need to complete the work</td>
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<tr>
<td>• Ensuring consistency with MQ’s, and the team’s, priorities / objectives / plan</td>
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<td>• Creating an environment of open, ongoing, two-way communication</td>
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<tr>
<td>• Providing professional development opportunities</td>
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<td>• Acting on constructive feedback, seeking clarity and support where they need it</td>
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<td>• Objectively keeping track of progress, performance &amp; contributions based on conversations and outcomes</td>
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DPR conversations are an opportunity to …

DEVELOPMENT, PERFORMANCE & REVIEW

1. Reflect on previous year
   - Top 3 contributions?
   - Accomplishments? Goals? Issues/obstacles?
   - Reflect: What worked well? What would you do differently?
   - Contribution to team values, service charter, or similar

2. Plan for year ahead
   - Impacts & considerations
   - Priorities for next year?
   - Other projects?
   - Potential challenges & support?
   - Set ST-RAM goals

3. Discuss Development & Career Plan
   - Aspirations?
   - Development?
   - Support?
   - Wellbeing?
DPR: Conversations that matter

Tips for goal setting

Develop in current role: hold, evolve, stretch

Career moves: taking a lattice approach, vertical & lateral

Development activities 70-20-10

Grants & Scholarships
Making the most of DPR Conversations:

Tips for goal setting
Setting Development & Performance Goals

• Aim for 5 to 7 goals
• Your DPR goals sit alongside your PD, so there’s no need to include everything in your PD.
• Your DPR goals identify areas of specific focus for the coming 12 months+
• Apply ST- RAM to writing your DPR goals

S is for Specific
• Describe what you want to accomplish. Do you have a shared understanding of what a good job looks like?

T is for Trackable and Timebound.
• Are you making observable progress toward goal achievement?

R is for Relevant.
• What makes this goal important? How does it make a difference to your job, team, priorities, people or MQ?

A is for Attainable.
• Are your goals reasonably attainable? It’s great to stretch yourself, but don’t make a goal so difficult that it’s unattainable or you will lose commitment.

M is for Motivating.
• For you to do your best work, it helps to have at least one or more goals that tap into either what you enjoy doing or what you know you will enjoy doing in the future.
Tips for making the most of DPR:

Development & Career Conversations

Develop in current role: hold, evolve, stretch
Career moves: taking a lattice approach, vertical & lateral
Development activities 70-20-10
Grants & Scholarships
Development within your current role

Hold?

• I want to stay in my role
• I want to develop to be the best I can in my role.
• I want to contribute, be valuable and be valued.

Evolve?

• I’m ready to grow
• I feel I could do more.
• I need some coaching and guidance to reach my potential.
• I want to learn more and develop new skills.

Stretch?

• I’m ready for the next step
• I need a clear pathway to help me achieve my potential. I will be more engaged and valuable growing beyond my role.
Are you focused on longer term career moves?

A CAREER LATTICE APPROACH

**Vertical**
Increasing responsibility in organisation

**Lateral**
Change to job outside organisation, but no change in pay/status/level of responsibility

**Enrichment**
Growing within existing job

**Realignment**
Taking a step back from existing responsibilities/pay/status in order to pursue different career options

**Lateral**
Change job within organisation, but no change in pay/status/level of responsibility
Choosing development activities using 70:20:10

STRUCTURING CAREER & DEVELOPMENT ACTIVITIES TO MAXIMISE LEARNING OUTCOMES

On-the-job Learning (Experience: PRACTICE 70%):
Learning through day-to-day tasks, challenges and practices
- Increases in role complexity or scope (new responsibilities)
- Secondments or short-term ‘acting’ roles
- Workplace projects or stretch assignments
- Participation in working groups, committees, or taskforces.

Learning from Others (Exposure: PEOPLE 20%):
Learning through relationships with others
- Coaching
- Mentoring
- 360° feedback
- Job shadowing
- Conferences, communities of practice, professional associations, or networking groups.

Formal Learning (Education: PROGRAMS 10%):
Learning through structured reading, modules, courses and programs
- Workshop-based skills building
- eLearning; MOOCs, webinars, video tutorials (LinkedIn Learning)
- Books, articles, white papers.

Development occurs in 3 basic types of activity and these contribute to effective development in the ratio of 70-20-10.
MQ Grants & Scholarships
FOR PROFESSIONAL STAFF

MQBS Postgraduate Scholarships
MQ Postgraduate Scholarships
Professional staff development grants

staff.mq.edu.au/work/development/support-and-schemes
What you need to do to:
- complete review of 2021 (PDR)
- set up 2022 DPR
Meet with your manager for a DPR conversation

- Review of 2021
- Discuss your goals for 2022
- Discuss your development, career and wellbeing

Log into Page Up (old system) and complete your 2021 PDR*

- Save a pdf of your 2021 PDR so you can attach it to Workday DPR

* If you haven’t commenced 2021 PDR in Page Up, then only complete a 2022 in Workday.

Log into Workday (from Nov 1, 2022)

1. Type in your **new 2022 development and performance goals**
2. Attach a pdf copy of your 2021 review from Page Up (optional)
3. Submit your DPR electronically to your manager
Capturing your DPR conversation in Workday
Welcome, On behalf of: Jimin Park

Announcements
5 items

- Applying for Parental and Partner’s Leave in Workday
  We’ve streamlined our process in Workday to make it a bit easier to apply for parental leave or partner’s leave.

- Watch a Workday Webinar to learn the basics
  To help you get the most out of Workday, we’ve recorded a series of short webinars, which introduce the basics.

- Key changes to the Probations Process
  We’re moving our probation process online into Workday – no more forms!

Applications
11 items

- Onboarding
- Directory
- Absence
- Time
- Learning
- Career
- Pay
- Personal Information
- Favorites
- Reports
- Self-Service Help for Workday
DPR Resources
## Resources & Assistance

### Tips for DPR Conversations
- Goals
- Development & Career
- Webinar recording

https://staff.mq.edu.au/work/development/performance

### DPR policy & procedure


### Workday
- A link to instructions on DPR in Workday

https://staff.mq.edu.au/work/development/performance

### Workday DPR system issues

Please raise a one-help ticket.

### Questions about DPR
- Can’t find what you are looking for in the resources and systems guides?

Please contact your HR client relationships team to discuss your needs:

https://staff.mq.edu.au/support/people-management/contact-human-resources
Development, Performance & Review

Questions?