What is a Personal Development Plan Discussion Dashboard?

The PDP Discussion Dashboard allows the PDP 1st approver or 2nd approver (PDP Practitioner) to initiate a PDP Discussion for the employees for whom they are the first approver. The dashboard displays the progress of the discussions with your employees. All of the information necessary for a PDP discussion is located in one convenient central location.

There are 6 steps in the PDP Discussion process. use the tabs to guide you to complete the process in a logical way. You can however navigate between these tabs in any order you wish. The results of the discussion will be saved and generated into a specific report.

What is the purpose of the process?

The PDP Discussion provides the opportunity for an employee and their PDP 1st and 2nd approvers to discuss their training requirements.

1. These requirements aim to help the employee to be successful in their current job and to grow within the role. This means that the discussion facilitates and starts the process of closing existing skills gaps that an employee currently has.
2. The PDP Discussion will also identify performance-related training that has been identified through the Performance Appraisal process. This training is compulsory and must address performance-related issues where a lack of skills is hampering desired performance levels.
3. Lastly, the discussion helps to identify training required for the employee's current role and gives sight to an employee of their career path possibilities.
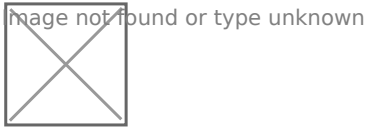
When will these discussions take place?

1. PDP discussions are held within the financial period of the business. This means that it now has a specific start date and end date that fall in a closed period. This closed period runs concurrently to the financial year of the business.
2. PDP 1st and 2nd approvers will thus within this period have the opportunity to conduct at least one but a maximum of three discussions with their respective employees.

Note: Only PDP 1st and 2nd approvers have access to the PDP Discussions.

Process/data flow diagram

The following process/data flow diagram highlights all system components supporting the PDP discussion and its usage.

Process of completing a PDP discussion

The full process can be described as:

1. Start the Personal Development Plan discussion.
2. Discuss the PDP with the employee while updating and completing the fields necessary.
3. Finalise the discussion and print the specific report.
4. Sign the document by both parties and upload the document to the finalised discussion.

We will follow these steps to create a new PDP discussion for an employee. We will demonstrate the PDP 1st approver perspective on the process.