

PDR CHECKLIST: Professional Services

1.	Completion of mandatory training Please indicate the date on which you completed each course <i>You can check dates of completion by clicking on the Learning and Development tab</i>	
	Diversity in the Workplace (date should be in last 5 years)	Yes / No
	Understanding unconscious bias (date should be in last 5 years)	Yes / No
	Introduction to GDPR	Yes / No
	Information security awareness	Yes / No

2.	Staff with line management responsibilities ONLY	Yes / No
	Implementing reasonable adjustments	Date
	Mentoring	
	Do you have a mentor?	Yes / No
	If "No", would you like a mentor?	Yes / No
	Are you a mentor?	Yes / No
	If "No", would you like to become a mentor?	Yes / No
	If "Yes", how many mentees do you have?	
	Do you have capacity to take on more mentees and, if so, how many?	

3.	Workload and objectives	
	Have you discussed your workload, including any significant changes due to COVID and how to mitigate any problems that have arisen/may arise?	Yes / No
	Have you discussed objectives for next year?	Yes / No
	If "No", why not?	

4.	Development/future plans	
	Have you discussed career progression?	Yes / No
	Have you discussed training/support needs in relation to objectives and career development?	Yes / No
	Has at least one personal development action been agreed? e.g., secondment, shadowing, external training if not available within UofG	Yes / No
	Do you have a funding end date?	Yes / No
	If "Yes", what is the end date?	
	If "Yes" have subsequent career plans been discussed?	Yes / No

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