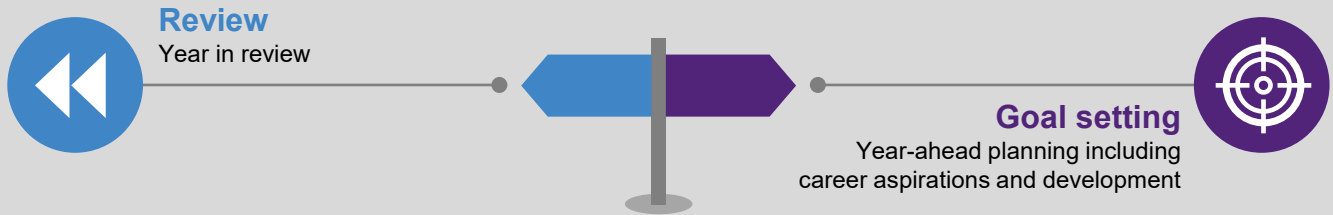
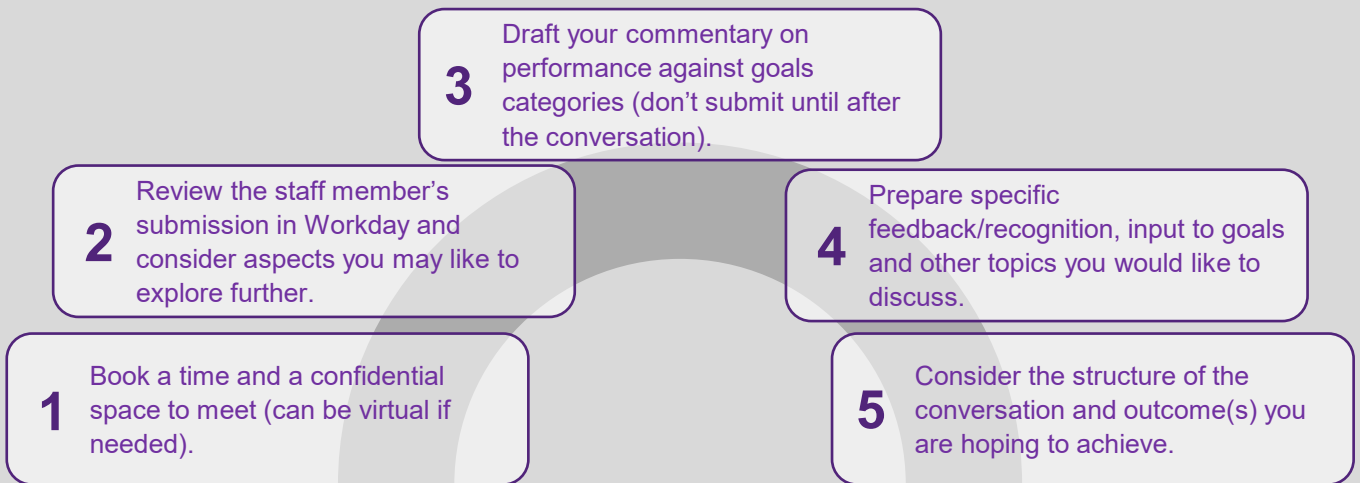


Preparing for APD Conversations

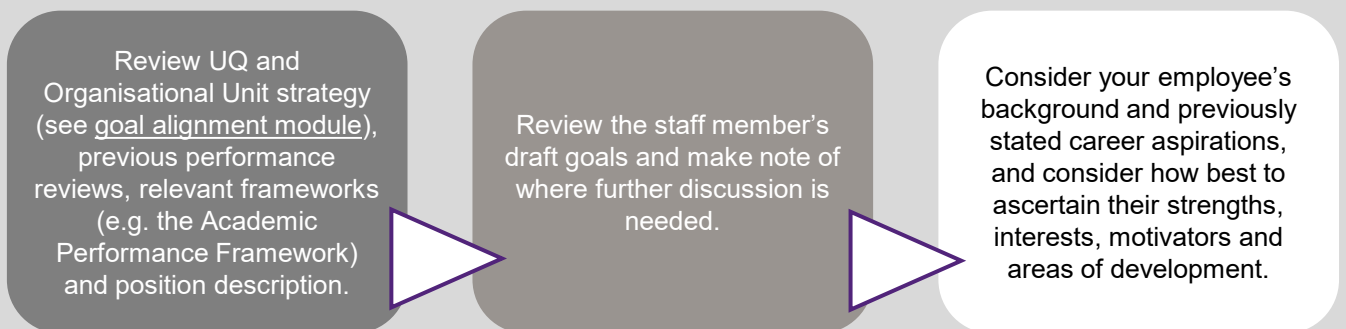
The APD conversation covers two elements



When preparing for the APD conversation:



For the goal setting element:



Top tips:

Feedback and recognition given in person is more impactful as it is easier to read body language, tone and engagement. It also enables a conversation around what a staff member can do to address, or leverage, the feedback.

Meeting regularly and providing honest feedback throughout the year will reduce the anxiety for both parties, compared to one annual performance conversation. It will also help to build a feedback culture. Regular check-ins allows both the staff member and supervisor to go in to the formal process having a general sense of what to expect, reducing the likelihood of surprises and allowing more focus on development. In these conversations be prepared to share your perspective, be ready to listen, ask questions and know that you may not understand all the issues.