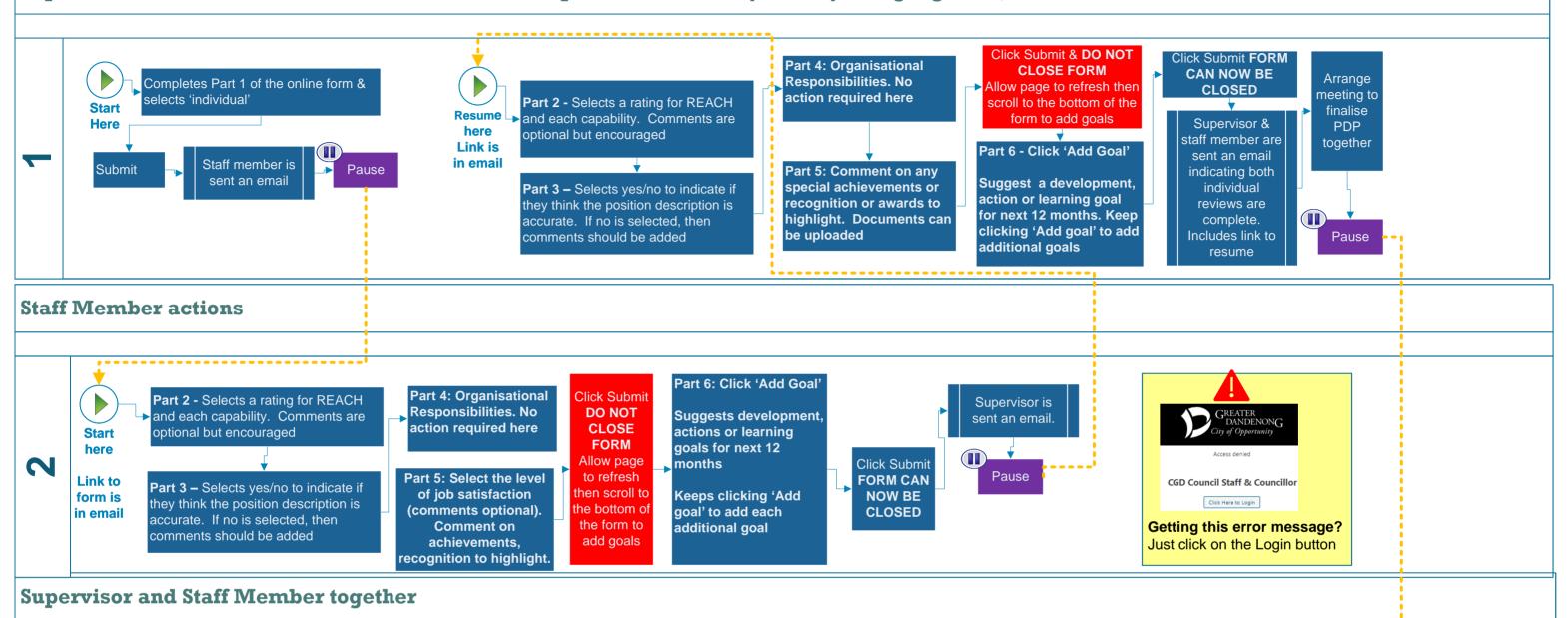
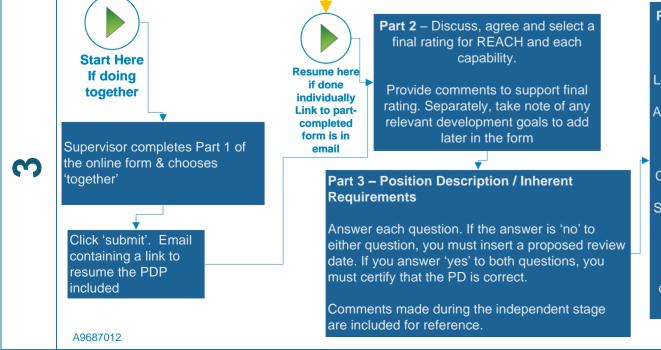
PROCESS FOR COMPLETING THE ONLINE PDP FORM

To pause and resume later, use the "SAVE FOR LATER" button. To resume/re-enter any form, any time, click here

OR https://forms.greaterdandenong.vic.gov.au/admin-pages/personal-development-plan-workflow-inbox/







Part 4: Organisational Responsibilities Questions

Check PULSE > People Management > Learning > Accreditations. Answer Yes/No if any expire during the next 12 months. Also add as development goals later in the form

Add a shared rating/comment on each:
Child Safety, Gender Equality, Diversity &
Inclusion; Climate Change &
Sustainability. Discuss, agree and select a
final rating for REACH and each
capability.

Separately, take note of any areas that could become development goals to add later in the form

Part 5: Personal Reflections

Have a conversation about the staff member's wellbeing. Is there any more support that could be offered. Insert comments.

The staff member's current level of job satisfaction flows through from when the staff member completed their PDP independently.

If only doing the form together, then the job satisfaction and wellbeing questions can be completed during the meeting.

Finalise special accomplishments, recognitions, awards, etc

Click Submit DO NOT CLOSE FORM Allow page to refresh then scroll to the bottom of the form to add goals

Part 5: Development Goals'

₩...

Discuss, edit and agree on development, actions or learning goal for next 12 months

Keep clicking 'Add goal' to add each additional goal

Copy automatically aved on P file in Objective

Click Submit

or Save for

Later.

To re-enter any form, anytime, click here OR https://forms.greaterdandenong.vic.gov.au/admin-pages/personal-development-plan-workflow-inbox/