**Performance Review and Development Scheme (PRaDs)**

**(PRaDS Lite form)**

This form has been created as a simplified version of the full PRaDS form that can be found on the HR Intranet. It is aimed to help managers who are conducting PRaDS during extraordinary working arrangements that have been put in place as a result of COVID-19.

Refer to the PRaDS Lite guidance, staff values (and, for managers, leadership behaviours) in completing the meeting.

The recommended areas for discussion that are listed in the form, are:

1. health and wellbeing
2. performance
3. setting outcomes and tasks
4. career aspirations and learning needs

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| **Personal Details** |
| **Name** |       | **Job title** |       |
| **Section** |       | **Date** |       |
| **Manager conducting the review** |       |

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| **Area for discussion**  | **Summary of discussion and agreed outcomes.**  |
| 1. **Health and wellbeing**
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| 1. **Performance**
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| 1. **Setting outcomes and tasks**
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| 1. **Career aspirations and learning needs**
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| **Manager and employee comments** |
| **Manager’s comments**      |
| **Employee’s comments**      |
| **Signed** | **Date** |
| **Employee** |       |       |
| **Manager** |       |       |
| **Senior Manager** |       |       |
| **PRaD recorded in People Manager iTrent** |       |
| **PRaD summary report completed and sent to HR Workforce Development** |       |