



Performance Review & Development System P.R.D.S



“A New System for the Appraisal and Development of our Employees”

- Government's Goals
- Department plans
- Unit/ Individual Plans
- Skill Plans

1 **Planning Meeting (Mar/Apr)**
Identifying Priorities
Setting Expectations

Workplan Adjustments

2 **1st Progress Meeting (Jul /Aug)**
Feedback
Coaching / Counselling
Resolving Problems

- Performance Rated
- Career Development
- Performance Improvement Plans

4 **Assessment / Appraisal Meeting (Mar)**
Recommendations
/Recognition Award

3 **2nd Progress Meeting (Nov/Dec)**
Monitoring outcomes of agreed objectives
Feedback
Coaching /Counselling as necessary

Workplan Adjustments

For further information, contact the PRDS Unit,
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