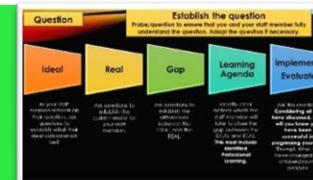


The PRD Process...

Staff member engages with the Professional Learning Team to elicit a question about their practice.

Staff member reflects on their question in preparation for their PRD meeting

PRD meeting takes place



Staff member formulates a personal *action plan during and following the PRD meeting. Plan is shared with line manager so ongoing support with implementation is available.

Staff member completes the quick survey sharing their Question and professional learning plan to allow the Professional Learning Team to shape their offer of support for next session. <https://forms.office.com/e/QpnCfybZVw>

*The Action Plan can take any format but needs to be agreed with line managers. The idea being that this can be revisited quickly and easily throughout the academic year.

Supporting your Team Member through their PRD Discussion

The question your team member has created is a filtered down reflection of their thinking when they engaged in with the Professional Learning Team session. Not everyone will get a question during the session (the PL Team explain this), but everyone will have started the process of reflection on their practice and should continue to reflect, honing until they have a question/area of focus about their practice to bring to their PRD Meeting. It is a clear expectation within the Campus, and to sustain registration with the GTCS, that all staff should regularly reflect on their practice and consider steps to improve our service to children and young people.

There is little change to the way a PRD conversation will operate from previous years, as long as line managers are confident that they have been using a Coaching approach. Coaching conversations have been underpinned by the GROW model. However, moving forward, our model for PRD conversations will be underpinned by **Intentional Change Theory** (Boyatzis). This sounds more complicated than it is – it is about asking questions to elicit thinking. The session led by the Professional Learning Team uses this model too, thus meaning by the end of the PRD process, all staff members have reflected on their practice twice using this model. When done well, this leads to deeper reflection which is more focused on improving practice to improve outcomes.

Although this new approach may seem challenging, remember that it is very similar to the GROW model that you have been using for many years. It is all about asking questions to push thinking and reflection forward. This is structured in such a way to help your staff member to reflect on their practice, to know better and therefore do better. This is a supportive process.

Organising a PRD Meeting

- Arrange to meet with each member of your team individually. A 50 – 1 hour block of time should be enough.
- Choose somewhere quiet where you will not be interrupted. Make it clear to others you do not wish to be interrupted.
- Remind your team member that they should come to the meeting with their question. If they do not have a question, they need to reflect further to establish a question about their practice. They can seek additional support from the Professional Learning Team if required.

The format of the meeting will follow that of **Intentional Change Theory** where you will ask a question(s) under the following headings to support your team member to think:



Try not to become too worried about the questions. It is important that you focus on supporting your team member to become clear on how they make themselves better. This is in their best interests and yours.

Some Questions to Guide PRD Conversations



Establish what your Team Member wants to achieve	Establish the current reality for Team Member	Establish the Gap between the REAL and the IDEAL	Establish a plan of ACTION to bridge the gap between the REAL and IDEAL.	Establish how your team member will implement and evaluate their Action plan.
<p>Start the PRD meeting, by asking:</p> <p>Following reflection, what question have you established about improving your practice?</p> <p>Then, dig deep to get a real sense of what your team member wishes to enhance about their practice. You <u>may</u> ask some of these questions:</p> <p>What specifically would you like to accomplish?</p> <p>What result are you trying to achieve?</p> <p>What outcome(s) would be ideal?</p> <p>What do you want to change?</p> <p>What would the benefits be if you achieved this goal?</p> <p>Where the staff member does <u>not</u>* have a question, first ask:</p> <p>What area of your practice have you been reflecting on to bring about improvement?</p> <p>Then ask above questions to dig deeper.</p>	<p>Ask one of the questions below. You may need to prompt to dig deeper.</p> <p>What is happening now (what, who, when, and how often)?</p> <p>Where are you now in relation to your goal?</p> <p>What is working well right now? What is required of you?</p> <p>Do you know other people who are doing this really well? What can you learn from them?</p>	<p>Ask one of these questions:</p> <p>What could be your first step?</p> <p>What do you think you need to do to get a better result (or closer to your goal)?</p> <p>Now dig deeper. You may ask:</p> <p>What else could you do?</p> <p>Who else might be able to help you?</p> <p>What Professional Learning do you need?</p> <p>What would happen if you did nothing?</p> <p>What has worked for you already? How could you do more of that?</p> <p>What is the hardest/most challenging part of that for you?</p> <p>Which option do you feel ready to act on?</p> <p>If anything was possible, what would you do?</p>	<p>Tell me how you're going to move this forward.</p> <p>Tell me your plan to ensure you enhance your practice as described?</p> <p>What small step will you take first? (Push for other steps as required).</p> <p>What obstacles will get in the way of your success? What do you plan to do about this?</p> <p>When are you going to start?</p>	<p>Considering all we have discussed, how will you know you have been successful in progressing yourself?</p> <p>Prompt Question: What will have changed for your children/young people?</p>

*If you are struggling to elicit a starting point, with your team member, it may be best to postpone the meeting and ask them to reflect further. If you need any support, please speak to your link DHT in the first instance.