**Balmerino and Wormit Primary Schools EYO and PSA PRD Process**

**PRD Meeting Checklist**

Before the meeting:

1. Arrange a date for your PRD meeting.
2. Update your professional learning log – you do not need to log each individual activity you have done – just the significant/impactful learning. This log is for your reflection. You do not need to share it with me.
3. Reflect upon your professional learning since your last PRD meeting – focus on what the impact has been more than on what activities you have done.
4. Carry out a self evaluation of yourself, your skills and your practice. You can use the toolkits provided on the school website. You do not need to share your reflections with me but you do need to be able to talk about your reflections at your meeting.
5. Using that information you have gathered, prepare an agenda to talk through at your meetings. In the course of the meeting, I will coach you to answer these questions:
	* **Impact** of recent Professional Learning (since last PRD)?
	* Reflections – which tools did you use, what strengths did you identify, what development areas?
	* Areas for Professional Learning moving forward ?
	* How do you see your career developing in the next 5 Years?
	* How are you managing your Work Life Balance?

I have attached a proforma which you can use to prepare your agenda – you can use a different format if you prefer.

1. Send your agenda to me via email two days before the PRD meeting. Print a copy to bring to the meeting to talk through.

At the meeting:

1. You will talk through your agenda and we will plan your areas for development together.

After the meeting:

1. Complete your Personal Development Plan and email it to me.