

# DEVELOPMENTAL REVIEW REVIEWER WORKSHOP

## (Course Code – REER01)

### Who Should Attend?

Suitable for all staff who are reviewers **and** reviewees within the scope of the Developmental Review Framework

### Course Overview

This is a workshop for reviewers to provide them with an understanding of the Developmental Review Framework, the key skills required and the benefits of the framework for reviewers and reviewees.

### Course Content

- What is the Developmental Review Framework (DR)?
- Background to the introduction of Developmental Reviews.
- Scope of the Developmental Review
- The Developmental Review Value Proposition
- The Learning Organisation
- Roles and Responsibilities
- Boundaries
- The process and key skills to conduct review meetings with your reviewee(s)
- Planning for success in your review
- Further Supports

### Learning Outcomes

On completion of this workshop, participants will have a better understanding of their role in the Development Review Framework and how the framework can benefit them in their role.

### Date & Time

Multiple dates available from July to December 2024

### Location

On Campus/Online depending on date

## Booking Information

1. Log in to your [Employee Self Service](#) portal
2. Click the **Learning & Development** tab on the left-hand side
3. Type the course code (located at top of this page) into the **Keywords** search field and click **Search**.
4. In the **Book a Course** window, select the course and date you wish to attend by clicking on the 3 dots menu and then on the **Request to Attend Course** option, complete your **Request Details** - Reason to attend and any special requirements you may have.
5. Click **Submit**

You will receive an email to confirm your request to attend the course has been received and a confirmation email when you have been approved on the course by Learning & Development.

If you receive notification that you have been wait-listed after requesting a specific date, this will be due to a large number of requests for this date. You will be prioritised for the next available date; or possibly offered a cancellation on the date you initially requested.

Further guidelines are available in the [ESS L&D User Guide](#)

## Further Information

**Approval for Attendance:** Please ensure you discuss your attendance with your Head of Department or their nominee before you register on a workshop.

**Cancellation:** If you are unable to attend your scheduled Reviewer Workshop, you should let L&D know **at least 3 full working days** beforehand by cancelling your place online through the [Employee Self Service \(ESS\)](#) so that we can attempt to fill your place. If you need to cancel within 3 working days, you should contact us directly at [dr@mu.ie](mailto:dr@mu.ie).