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.

Please note you do not require prior approval from your Head of Department/Manager to attend this workshop. However, you should ensure you can attend at a time that accommodates workload.

Course Overview

This is a 3-hour workshop for reviewers to provide them with an understanding of the Developmental Review Framework 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 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 on Employee Self Service (ESS) from July 2024 to January 2025.

Location

On Campus/Online depending on date

Organised by

People Development, Human Resources Office

Kathleen Halligan & Associates

Booking Information

You do not require prior approval from your Head of Department/Manager to attend this workshop. However, you should ensure you can attend at a time that accommodates workload.

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 you wish to attend by clicking on the 3 dots menu and select **View Course Details**. Scroll down to your preferred date & time and take note of the **course ID number** then click **Book** this course. In the new window scroll down to your preferred date (Course ID). Complete your **Request Details - Reason** to attend (mandatory) whether manager or employee request. **Comments** section (optional) if you have any special requirements such as access or where there will be catering special dietary requirements.

5.   Click **Submit**

You will receive an automated email to confirm your request to attend the workshop has been received and a confirmation email <u>when you have been approved</u> on the workshop by People Development.

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

Further Information

For a full list of scheduled dates & times please see the [Reviewer Workshop Calendar](#). To ensure a place on your preferred date & time please book through [Employee Self Service (ESS)](#) at your earliest convenience.

Cancellation: If you are unable to attend your scheduled Reviewer Workshop, you should let People Development 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.

Further information on the Development Review Framework (DR) is available on the DR Webpage.

https://www.maynoothuniversity.ie/human-resources/developmental-review

Course Fee

N/A