



*Letter for managers to give employees advising of PDP*

Dear

I am looking forward to meeting with you to discuss your growth and development through the BWH Employee Development Process. I have scheduled our meeting for (insert date) in (insert location).

Prior to our meeting, there is some preparatory work for you to complete. Your participation includes the completion of two documents and a meeting with me. Please [click here \(ctrl+click\)](#) to access the Competency Assessment Tool. Please complete this and bring this with you to our meeting. I would also like you to think about what personal development will look like for you over the next year. Please [click here \(ctrl+click\)](#) to access the Personal Development Plan. Please begin completing this and bring with you to our meeting. Together, we will complete a final copy of both the Competency Assessment Tool and the Personal Development Plan which we will submit to Human Resources and which will be put into your employee file.

In order to assist you complete these documents and prepare for our meeting, there are a number of resources available to you:

[click here \(ctrl+click\)](#) for the Reference Guide which will walk you through each step of the process and outline what you need to do;

To assist you in formulating ideas for your development plan, the Hospital has compiled a Development Ideas Reference Tool. This can be accessed by [clicking here \(ctrl+click\)](#);

A Q&A is available by [clicking here \(ctrl+click\)](#) which I hope will answer questions you may have about the process.

If you have any additional questions or need any assistance from me prior to our meeting, please don't hesitate to contact me. I am looking forward to our upcoming conversation.

Sincerely,

Manager's name