

Reviewing objectives and measuring effectiveness

Setting objectives for an individual gives you the responsibility of reviewing the performance or development against the objectives at the times specified within the objective and evaluating the effectiveness of the development.

Reviewing objectives should focus on feedback from the individual about their performance against the objective, how they found the learning, what have they achieved, how did they feel about it and how have they applied the learning to the role.

Completion of an objective is not sufficient – it is the transfer of the learning to practice and identification of any further need which is important.

In reviewing personal development objectives, the following questions may be helpful:

- How did you find the development activity?
- What have you learned from this?
- Did you enjoy the development?
- Was there anything that you did not find helpful? Why do you think this was?
- What do you feel you have achieved?
- Can you give me an example of how you have applied your learning?
- How effective do you feel this development was?
- Do you feel confident?
- Do you feel you need more development or experience?

You may want to give feedback on your own observations of the individual and praise where appropriate.

