

DEVELOPMENTAL REVIEW WORKSHOP

(Course Code – DRW001)

Who Should Attend?

Suitable for all staff within the scope of the Developmental Review Framework or who will be in scope following the successful completion of their probationary period.

Course Overview

This is a workshop to provide participants with an understanding of the Developmental Review Framework including guiding principles, process, timelines and practical advice on how to make the most of the Developmental Review (whether in their role of Reviewer or Reviewee): from self-reflection to goal setting, development and career planning.

Course Content

- What is the Developmental Review Framework (DR)?
- Scope of Developmental Review
- Roles and Responsibilities
- The Developmental Review Cycle
- Thinking Developmental Actions (How we learn)
- The Developmental Review Process
- Further Supports

Learning Outcomes

On completion of this workshop participants will have a better understanding of:

- What the DR framework is and how it operates
- Their role in the Developmental Review
- How to make the best of their Developmental Review
- Available supports

Date & Time

Friday 13th June 2025 (10:00 – 12:30) online. More dates below.

Location

On Campus/Online depending on date.

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 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 People 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 User Guide](#)

Further Information

Additional dates:

- Wednesday 16th July 2025 (14:00 – 16:30) on campus
- Thursday 21st August 2025 (10:00 – 12:30) online
- Tuesday 16th September 2025 (10:00 – 12:30) on campus

Further details available on the [Developmental Review Webpage](#).

All People Development courses/seminars are free of charge to MU staff. However, each place we provide represents a cost to the University.

Cancellation: If you are unable to attend a course, you should let us know **at least 3 full working days** beforehand by cancelling your place online through the [Employee Self Service \(ESS\)](#) or emailing dr@mu.ie so that we can attempt to fill your place.

Please refer to the [Cancellation Policy](#).