

Accelerator Labs PMD Guidance



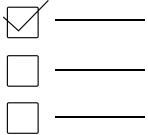
INTRODUCTION



1

What is PMD?

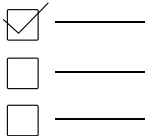
Stands for **Performance Management and Development** processes and practices that UNDP uses to manage and develop the performance of its staff members. It involves setting goals, providing feedback, conducting performance appraisals, and offering opportunities for professional development to ensure that employees are performing effectively and contributing to the organization's goals.



2

PMD OBJECTIVES

The objective of the Policy on Individual Performance Management and Development is to facilitate successful performance of UNDP members, strengthen the culture of high-performance and continuous development, as well as ensure accountability of all UNDP staff members for effective performance. It entails a **continuous dialogue between supervisors and supervisees**.



3

PMD PRINCIPLES

- We aim to ensure that all UNDP staff are engaged and perform at their best.
- We are committed to open and honest communication between supervisors and supervisees.
- We equally value **'what'** we do and **'how'** we do it.

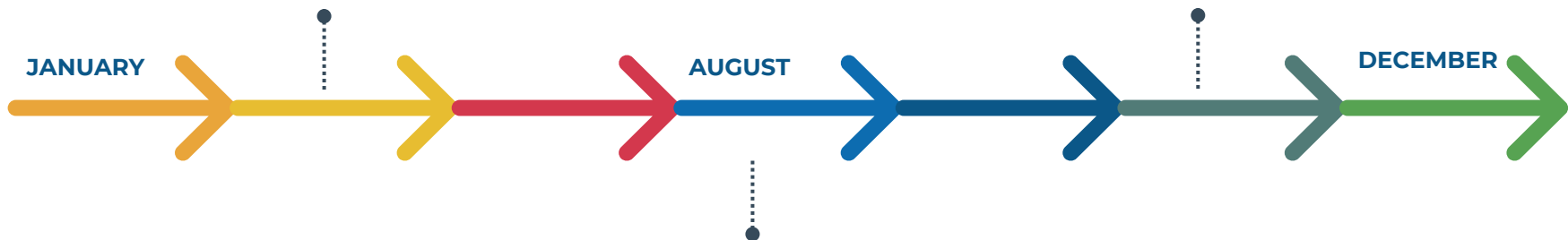
PMD CYCLE AND TIMELINE

Annual goal planning

- First Mandatory element of PMD Cycle
- Should be done jointly by the supervisor and the supervisee.
- Should include: individual performance goals and learning and development goals.

Annual performance review (APR)

- Final Step in the PMD Cycle.
- Its objective is to review Supervisee's performance during the year.
- Discuss the successes and areas where improvement is required.



Mid Term Review (MTR)

- Second element of PMD Cycle. Recommended for IPSA.
- Provides an opportunity for supervisors to have a more formal look back at the first half of the year.
- Great opportunity to confirm priorities and adjust performance expectations.
- Should be a part of a continuum series of conversations between supervisor and supervisee.

RESOURCES



Useful Links:

- [PMD Sharepoint Site.](#)
- [UNDP PMD Policy.](#)
- [PMD For Supervisors](#)
- [How to add Performance Goals.](#)
- [How to add Development Goals.](#)
- [How to enter MTR for my Supervisee](#)