

## MDR 3 Draft Objectives for the coming two years

In advance of the review discussion the office holder should start to identify their objectives for the coming two years. These should be ‘SMART’ (*Specific, Measurable, Achievable, Realistic and Time-based*) and kept to a maximum of three personal objectives and three ministry objectives. These are not necessarily to be the final objectives but should function as a starting point for the discussion with the Reviewer in which they may be refined, further developed or altered.

In this context, ask yourself some of the following questions:

* what change do I want to bring about?
* is it congruent with my Role Description?
* how will it support the parish/deanery or diocesan mission strategy?
* how will I do it?
* do I need support, training or development to facilitate this change and what steps will I take to receive this?
* how will I know whether the objective has been met? (what will success look like?)
* what will be the milestones to success? (an action plan)
* how will I keep track of progress? (arrangements for monitoring)

You will need to email a copy of this to your Reviewer along with MDR 1 and 2.

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| Ministry Objectives | Measure of progress | Review/completion date |
| 1.2.3. |  |  |
| Personal / Developmental Objective | Measure of progress | Review/completion date |
| 1.2.3. |  |  |

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## Summary of development needs.

From the objectives you have set above what learning and development needs have you identified?

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| Learning and development needs identified |
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| How can these learning needs be met? What action are you going to take – and by when? |
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Once agreed with your Reviewer, a copy of this section will be sent to the CMD Officer.