

Aligning PDR Outputs with SHEQ Training Requirements

A Guide for Managers and Business Owners



LEARNING AND DEVELOPMENT DIRECTOR'S MESSAGE



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This concise guide is designed for HR and Training professionals, managers and business owners aiming to maximise the impact of their Personal Development Reviews (PDRs).

It provides actionable steps to link PDR feedback with Safety, Health, Environment, and Quality (SHEQ) training, creating a workplace culture rooted in growth, safety, and organisational excellence.

From identifying skill gaps to tailoring training for specific roles, this guide equips you with the tools to turn insights into impactful training strategies.

WHY IT MATTERS

Aligning Personal Development Review (PDR) outcomes with Safety, Health, Environment, and Quality (SHEQ) training is not just a compliance activity, when done right it directly supports a culture of growth, safety and wellbeing that supports your people and drives organisational excellence.

Here's a step-by-step guide to help you align PDR feedback with impactful SHEQ training requirements.

1 Analyse PDR Data for SHEQ-Relevant Insights

The first step is to review PDR outcomes with an eye on SHEQ competencies.

Look for:

Skill Gaps: Are there areas where employees lack critical knowledge or skills in health and safety, environmental practices, or quality management?

Behavioural Patterns: Do trends indicate a need for enhanced awareness, such as safety culture or leadership in quality initiatives?

2 Map Identified Needs to SHEQ Training

Once insights are clear, link them to specific SHEQ training modules:

Compliance Training: For gaps in understanding regulations like ISO 45001, ISO 9001, or environmental standards.

Risk Awareness & Management: Address issues related to hazard identification, reporting, or mitigation.

Soft Skills in SHEQ: Enhance leadership, communication, and decision-making for a proactive safety and quality culture.

3 Analyse PDR Data for SHEQ-Relevant Insights

Not all gaps are equal. Use a risk-based approach to prioritise SHEQ training:

High Risk: Critical SHEQ gaps affecting compliance or safety should be addressed immediately.

Medium Risk: Areas impacting productivity or morale should follow.

Low Risk: Long-term development initiatives can be scheduled later.

4 Map Identified Needs to SHEQ Training

One size doesn't fit all. Ensure training is customised to job-specific needs and learning styles:

- **Operational Staff:** Focus on practical, hands-on SHEQ practices.
- **Managers:** Include strategic and leadership training in SHEQ integration.
- **New Hires:** Build foundational SHEQ knowledge with onboarding programmes.

5 Monitor and Evaluate Post-Training Performance

Training doesn't end in the classroom. Track the effectiveness of SHEQ training:

- **Feedback Mechanisms:** Gather input from employees on training relevance and applicability.
- **Performance Metrics:** Measure outcomes like reduced incidents, improved compliance, or enhanced audit scores.
- **Follow-Up Reviews:** Revisit SHEQ progress in the next PDR cycle.

6 Integrate Training with Continuous Improvement

Use SHEQ training as part of a larger improvement cycle:

- **Policy Updates:** Adjust policies based on PDR and training outcomes.
- **Accreditation Support:** Leverage training to strengthen certifications like ISO, OHSAS or accreditations like Achilles and UVDB
- **Culture Building:** Create a workplace where SHEQ principles are lived daily.

ALIGN. TRAIN. TRANSFORM.

Why we are different

At Carlin, we understand the critical link between PDR outcomes and SHEQ excellence. Our bespoke training courses, policy and accreditation support are designed to align workforce development with compliance and organisational goals.

What we offer

Online Self Paced Courses

We have an online library of **over 140 courses** covering topics like Health and Safety, HR, Compliance and Soft Skills.

Open Access Courses

Our Open Access Courses are delivered at set times throughout the year or can be delivered on-demand for group bookings or at your own premises.

➔ **Visit our website for current training dates**

Tailored Training Courses

We recognise every business's unique challenges. Our tailored training equips your team with the knowledge, skills, and confidence to maintain safety, efficiency, and regulatory compliance.

For further details or to book your place please call us on 01794 330925 or email info@carlinltd.co.uk

Speak with our Learning and Development Director today to design a bespoke training solution that perfectly aligns with your organisation's goals and industry.

Online Self Paced Courses

CLEANING

- | Chemical Competence for Cleaners
- | Cleaning Toilet & Washroom Facilities
- | Damp Mopping
- | Dusting & Damp Wiping of Surfaces
- | Hard Floor Burnishing
- | Hard Floor Machine Scrubbing
- | Hard Floor Spray Burnishing
- | Hard Floor Spray Stripping
- | Mop Sweeping
- | Slips, Trips & Falls – Improving Safety During Cleaning Operations
- | Safe Assembly of Cleaning Equipment
- | Safe Storage of Cleaning Equipment & Materials
- | Spill Kit Training for Bodily Fluids
- | Spill Kit Training (Chemicals & Oils)
- | Vacuum Cleaning

CORONAVIRUS

- | Coronavirus Infection Control In Construction
- | Coronavirus Infection Control in Industry
- | Coronavirus Infection Control in Offices
- | Daily Cleaning for Coronavirus
- | First Aid During Coronavirus

DISPLAY SCREEN EQUIPMENT

- | DSE Awareness for Managers
- | Display Screen Work - Trainee Risk Assessment
- | DSE Awareness Training
- | Essentials of Display Screen Risk Assessment
- | Laptop Work

DRIVING FOR WORK

- | Vehicle Inspection – Cars
- | Vehicle Inspection – Light Commercial
- | Highway Code Changes 2022
- | Electrical Safety
- | Electrical Safety Principles For Maintenance Work
- | Essentials of Electrical Safety Risk Assessment
- | Lithium-ion Battery Safety

ENVIRONMENTAL PROTECTION

- | Environmental Protection In Industry
- | Environmental Protection In Offices
- | Environmental Protection in Industry for Managers
- | Environmental Protection in Offices for Managers

HOME WORKING

- | Home Working - Setting Up Your Office To Work Comfortably
- | Home Working - Time Management Principles
- | Home Working - Communication Principles
- | Home Working - Balancing Work & Home Life Responsibilities

FIRE SAFETY

- | Extinguishing Fires at Work
- | Fire Safety In Industry
- | Fire Safety In Offices
- | Role of the Fire Warden
- | Fire Door Awareness

FIRST AID

- | Essentials Of Conducting a First Aid Risk Assessment

FOOD SAFETY

- | Food Safety - Managing Food Allergens
- | Food Safety Risk Assessment

GENERAL HEALTH & SAFETY

- | Accident Prevention In Industry - For Managers
- | Accident Prevention In Industry
- | Accident Prevention In Offices - For Managers
- | Accident Prevention In Offices
- | Bomb And Terrorist Threats
- | Health And Safety In Industry
- | Health And Safety In Offices
- | Health And Safety In Warehouses

HAZARDOUS SUBSTANCES

- | Essentials Of Hazardous Substances Risk Assessment
- | COSHH training
- | DSEAR Awareness
- | Hazardous Substances In Healthcare
- | Hazardous Substances In Industry
- | PPE Safety in Industry
- | Sharps Health & Safety Awareness
- | Silica Dust Awareness
- | Spill Kit Training - How to Clean Hazardous Substances
- | Diisocyanates for Managers
- | Diisocyanates Awareness

HOME WORKING

- | Home Working - Setting Up Your Office To Work Comfortably
- | Home Working - Time Management Principles
- | Home Working - Communication Principles
- | Home Working - Balancing Work & Home Life Responsibilities

HOT WORKS

- | Hot Work Safety
- | Welding Fume Control

HR COURSES

- | Bribery & Corruption
- | Bullying & Harassment
- | Colour Blind Test
- | Cyber Security Awareness
- | Customer Service
- | Data Security Awareness
- | Discipline & Grievance Awareness
- | Drugs & Alcohol - Awareness
- | Effective Communication Principles
- | Effective Communication Principles in Offices
- | Equality & Diversity Awareness
- | Equality & Diversity Awareness - in Offices
- | GDPR Awareness
- | Menopause Awareness
- | Modern Slavery
- | Sexual Harassment Awareness
- | Smart Objective Setting
- | Time Management
- | Disability Awareness

Online Self Paced Courses Continued

LIFTING OPERATIONS

- | Lifting Operations - What Everyone Needs To Know
- | LOLER - Awareness

MANAGING CONTRACTORS

- | Managing Contractors in Industry for Managers
- | Managing Contractors in Offices for Managers

MANUAL HANDLING

- | Back Care In Industry
- | Back Care In Offices
- | Manual Handling In Industry - For Managers
- | Manual Handling In Industry
- | Manual Handling In Offices
- | Manual Handling in Offices for Managers
- | Manual Handling In Warehouses

MENTAL HEALTH & WELLBEING

- | Bullying & Harassment
- | Coping with Stress In Industry
- | Coping with Stress In Offices
- | Sleep & Fatigue
- | Dementia Awareness
- | Mental Health Awareness

NEAR MISS REPORTING

- | Near Miss Training for Managers in Industry
- | Near Miss Training In Industry
- | Near Miss Training for Managers in Offices
- | Near Miss Training In Offices

NOISE AT WORK

- | Essentials of Noise Risk Assessment
- | Hearing Conservation In Industry

PERMIT TO WORK

- | How A Permit To Work System Can Fail
- | Permits to Work

SECURITY & EMERGENCY RESPONSE

- | Bomb And Terrorist Threats
- | Emergency Preparedness

SICKNESS ABSENCE

- | Back Care In Industry
- | Back Care In Offices
- | Sickness Absence Awareness
- | Essentials of Sickness Absence Management

SLIPS & TRIPS

- | Preventing Slips, Trips and Falls to Members of the Public
- | Slips, Trips And Falls In Industry
- | Slips, Trips And Falls In Offices

WORK AT HEIGHT

- | Working At Height
- | Working At Height in Construction

WORK EQUIPMENT

- | Abrasive Wheels – Introduction To The Health & Safety Principles
- | Hand Safety In Industry
- | Hand-Arm Vibration (HAV)
- | Hearing Conservation In Industry
- | Maintenance Safety
- | PUWER Awareness
- | Harness and Lanyard Awareness
- | Lithium-ion Battery Safety
- | Scaffolding Awareness

WORKPLACE STRESS

- | Coping with Stress In Industry
- | Coping with Stress In Offices
- | Stress Management in Offices for Managers
- | Stress Management in Industry for Managers

WORKPLACE TRANSPORT

- | Workplace Transport Safety - General induction for all drivers

Open Access Courses

- | IOSH Managing Safely
- | IOSH Working Safely
- | CITB Site Managers Safety Training Scheme (SMSTS)
- | CITB Site Supervisors Safety Training Scheme (SSSTS)
- | CITB Site Environmental Awareness Training Scheme (SEATS)
- | CITB Health & Safety Awareness
- | First Aid at Work
- | Emergency First Aid
- | First Aid for Mental Health
- | Supervising First Aid for Mental Health

Tailored Training Courses

- | First Responders Spill Control
- | CDM Duty Holders
- | Cut Off Saws inc Abrasive Wheels
- | COSHH Awareness
- | Employee Health & Safety Representative
- | Risk Assessor
- | Cable Avoidance & Safe Digging Techniques
- | Working at Height Awareness

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