# Development discussion at Umeå University

A development discussion is a prepared, structured and annually recurrent meeting.

The discussion is to be backward and forward-looking, and the individual development plan together with questions concerning work environment and equal opportunities form a vital basis.

The development plan is to strengthen both the organisation and the employee, and promote job satisfaction, motivation and strong performance.

Date:

Employee: Manager/head:

## Retrospect and present situation

### Is there anything in particular you would like to raise or get answered in the meeting?

### How has your work been in the last year? What has worked well and not so well?

### What was the highlight of your last year at work? In your mind, what was your best achievement?

### Is there anything you wish had been different? Could you have done anything differently?

### What professional development activities were planned for last year? Which ones were implemented? What was the result?

## Work environment, health and equal opportunities

### How do you like it at your workplace? Mark your experience on the 10­-point scale and explain how you feel. Comments can be written under the respective scale.

Do not like it at all Like it a lot

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

### How is your organisational work environment? For example, organisation, workload, decision­-making and leadership.

Not at all good Good

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

### How is your social work environment? For example, feeling of solidarity, support, cooperation and openness to various norms.

Not at all good Good

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

### How is your physical work environment? For example, ergonomics, sound, air, heavy lifting, temperature, aids and adaptations.

Not at all good Good

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

### Have you experienced that you or a colleague has been subjected to harassment, bullying, threats, violence, or undesirable sexual allusions in situations related to work in the last year?

[ ]  Yes [ ]  No

### Do you think anything could improve the organisation at your department, office or equivalent and your work environment?

## Individual development plan

### How would you like your work to be in 3–5 years?

### Expectations and targets for your work in the upcoming year?

### What conditions are needed to meet your targets? How can the organisation/ management contribute?

### What changes, new assignments or other developments (both for you and for your organisation) do you wish to see in the near future?

## Professional development plan

### What should be focused on in the upcoming year?

### What should be focused on in the long run?

### Summarising comments