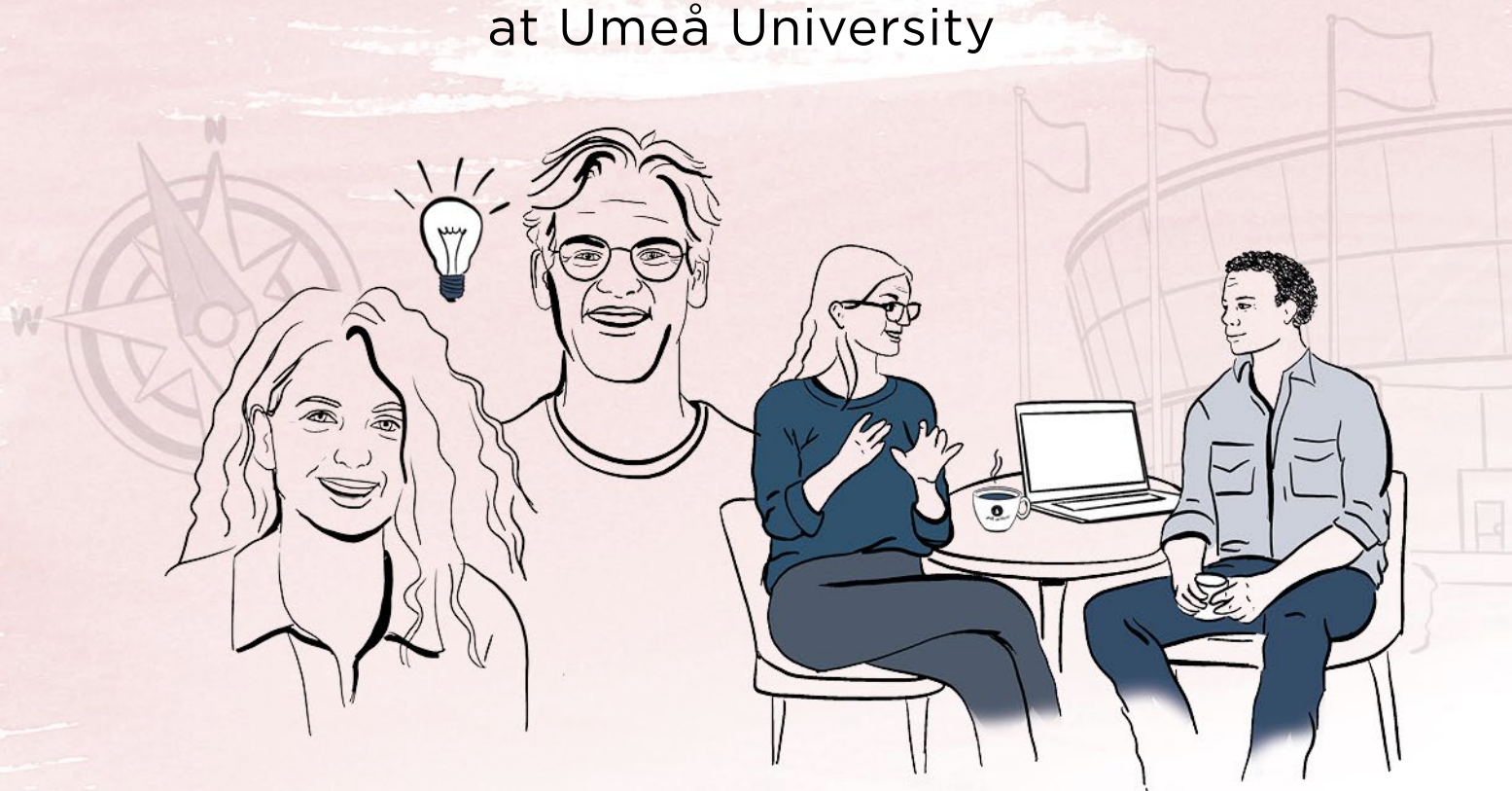




DEVELOPMENT DISCUSSION

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



UMEÅ UNIVERSITY

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.

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

Looking into the future.

Future

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