Framing

Short reading of the preparation sheet

What would you like to begin talking about? And what else is important for you to talk about?



The 5 basic administrative principles (Danish)



AALBORG UNIVERSITY Core tasks Core ino my tasks

How do you feel about you having the skills needed to complete your tasks?

How do you feel about how you are progressing with your tasks?

How do you contribute to the core task?

What can we do together to enable you to use and develop your competencies in completing your tasks? What gives meaning and content to your work?

How do you feel about the clarity of the expectations of you?

How do you contribute to realising the vision and values of the workplace?

How can we strengthen your experience of your work life as meaningful?

Strategy, Vision and Alles

Review

Dialogue Guide

Staff Performance

and Development

AAU Knowledge for the world



AAU Framework for crediting University pedagogical competences (Danish)

How do you expirence being acknowledged, respected and valued for who you are?

How do you feel about your ability to influence your working conditions?

How do you feel about your ability to fulfil your personal potential in your work?

> How can we ensure that you are able to develop yourself and your potential in your work life?

How are you generally thriving at work?

How do you feel about being part of both the professional and social community at work?

How do you contribute to the workplace community?

What can we do to strengthen your being part of the community in the workplace?

Collaborative chine

Is there anything else we need to talk about?

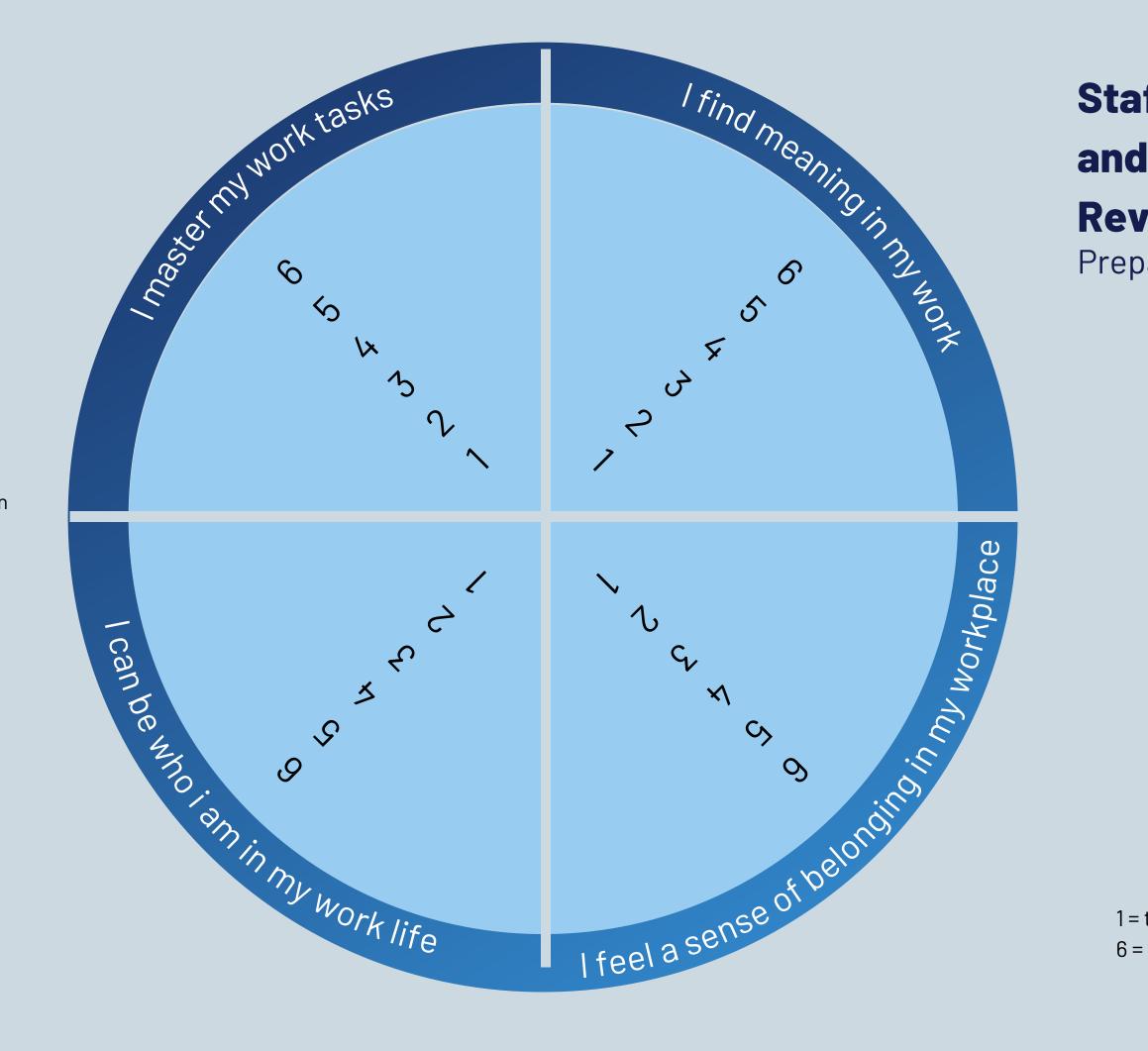
What is important to include in your competency development plan?





This preparation sheet is yours and should not be submitted for the staff development and performance review. Before the review, you must fill in this preparation sheet. Mark the number that best indicates how you currently feel about the specific statement. The four statements are elaborated on in 'Staff Performance and Development Review – Dialogue Guide' so it may help to look at that.

Consider what you would like to begin the dialogue with – in relation to your task completion, well-being, motivation and development.



Staff Performance and Development Review Preparation

1 = to a very low degree 6 = to a very high degree



Name & date:

1

What is important to retain?

What you want to succeed with today

AALBORG UNIVERSITY 2

What is important to work on more?

What you want to strengthen going foreward

How do you plan to work more on this?Can you describe actions you can take?

How and when should follow-up be done? E.g. mini-review or follow-up with colleagues

Staff Performance and Development Review

Competence Development Plan

3

Other agreements?

E.g. courses, training, internal rotation, mgt. talent development, follow-up on senior interview

It is the staff members responsibility to complete these fileds durring the dialogue.