

Staff Performance and Development Review

Competence Development Plan

Name & date:

1

What is important to retain?

What you want to succeed with today

2

What is important to work on more?

What you want to strengthen going forward

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

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 fields durring the dialogue.

