

Dialog with employees – questions for discussion

1. Duties and responsibilities

- discuss how you both perceive the duties
- clarity/vagueness
- how do you contribute to a good work environment and equal conditions in your workplace?

2. Objectives and expected results

- operational objectives and plans
- activities and individual tasks/duties for achieving the operational objectives
- expected results for the operational period/year – what should be achieved?
- challenges and risks in the long term

3. Conditions for achieving expected results

- which competencies/abilities do you need to reinforce/develop?
- are there enough resources/equipment or do new resources/equipment need to be created?
- are there enough financial resources?
- personal qualities that are perceived as weak or strong?
- which knowledge and experiences are utilised today and what needs to be developed?
- what type of support do you have/need in your role of researcher/teaching staff/technical-administrative staff?
- do the duties/tasks need to be prioritised?
- how are the working climate and equal conditions (base this on KI's code of conduct)?
- experience of physical, organisational and social work environment – how does it work?

4. Development

- what is the next step to your development? Continue developing in your role or develop in another role?
- what do you need to supplement/develop? (courses/training, special tasks, personal development)

5. Conclusion

Summarise the discussion by completing the individual development plan for continued development together. See [Appendix 2](#) to Performance management dialogs at KI.