

**Documentation of Performance management dialog 1**

Date:

Manager's name: .....

Subordinate manager's name/employee's name .....

Department/Division/Unit/equivalent .....

| Objective/aim | Duty/activity | Expected Results/effect | Responsible | Complete When? | Priority<br>Low<br>Medium<br>High |
|---------------|---------------|-------------------------|-------------|----------------|-----------------------------------|
|               |               |                         |             |                |                                   |
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| <p><b>Current areas of responsibility</b></p><br><br><br><p><b>Development needs in the long term</b></p><br><br><br><p><b>Other measures</b></p> |
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