

# Worksheet for Conducting Personal Development Dialogues, PDD

## Follow-up of previous PDD

The purpose of a follow-up PDD is to identify the situational changes that have occurred since the prior PDD, to evaluate how the activities in the action plan (or the studies plan for postgraduates) were dealt with, and to determine the level of goal achievement.

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| <ul style="list-style-type: none"><li>• Review the notes and action plan (or, for postgraduates, the studies plan) from the prior PDD.</li><li>• Follow up the goals of the past year and the factors related to their achievement.</li><li>• Give feedback on professional achievement.</li></ul> | <ul style="list-style-type: none"><li>• Evaluate the interaction between the interviewing manager (team leader) and the interviewed staff member/ team player. Exchange constructive feedback on leadership skills. Does the team leader adhere to LiUs prioritized criteria for manager-employee teamwork (integrity, respect, professionalism)?</li></ul> |
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*Preparatory notes:*

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*Notes during current PDD:*

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## Current situation

Describe the current situation of the job and workplace.

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| <ul style="list-style-type: none"><li>• Co-action: co-operation with colleagues, students, supervisor, and other teams/groups in the organization.</li><li>• Job satisfaction: worry, early signs of stress or health problems, workplace climate, bullying, harassment, discrimination (lack of equal opportunity).</li><li>• Physical environment: equipment, locale, supplies and technical aids.</li><li>• Job responsibility/authority: accountability, resources, time frames, sphere of influence.</li></ul> | <ul style="list-style-type: none"><li>• Job-related participation: attendance and involvement at internal staff meetings and seminars; taking part in informal/scheduled events.</li><li>• Collegial participation: active involvement, taking initiatives, sense of responsibility, attitude.</li><li>• Job satisfaction index (NMI) score: When relevant, discuss the issues that evolved in the Job Satisfaction Survey (NMIn).</li><li>• Don't forget other relevant surveys or polls.</li></ul> |
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*Preparatory notes:*

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*Notes during current PDD:*

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