



Development discussion training

2018



Development discussions weeks 7-17

- **Development discussion is about reviewing past period's achievements and setting new targets**

- 1) Objectives and targets, performance
- 2) Competences and development, career advancement
- 3) Wellbeing and Work community
- 4) Summary (what has been agreed and what is the feedback)

2018 does not contain formal performance review (YPJ)

YPJ- review only if levels have not been confirmed yet, or there is significant change in the role .

Forms will be opened 1st Feb for everyone. YPJ- forms for those whose levels are not yet confirmed in their new role. Supervisor can ask for opening the forms for YPJ review from at hr@oulu.fi

Development discussion: Framing and guidance

Alternative **Development discussion in teams** (the common goals, work tuning, work which is not done anymore, teaching/research). + **Personal goals are documented in forms**
Always possibility one-to-one development discussions

Dean at faculty level:
Implementing operational and financial plans (TTS)

Research Unit level discussion on targets and objectives: what is the focus for development discussion

1-2-1 development discussions

RUL summaries

Guidelines to the employees preparing for the discussion and to record the agreed matters to the SAP HR.

Follow-up of the realisation of objectives



Preparing to the development discussion

Unit's common goal discussion

- Brinning the objektives of the unit to personal level
- Orientation needs
 - Changes in the work and tuning of the work
- Strengthening of the know-how the objektives'according

Preparing

Background material examples:

- SoleTM registrations
- Supervisors reports from Manager Self-Service
- Work plans
- Development discussion from last year (goals)
- Valid evaluations of demands and performance level forms
- Publications lists
- Working hours
- Customer feedback
- Results of the well-being questionnaire 2017
- Evaluation of the need for Early Support- discussion

Reserving time about 60-90min

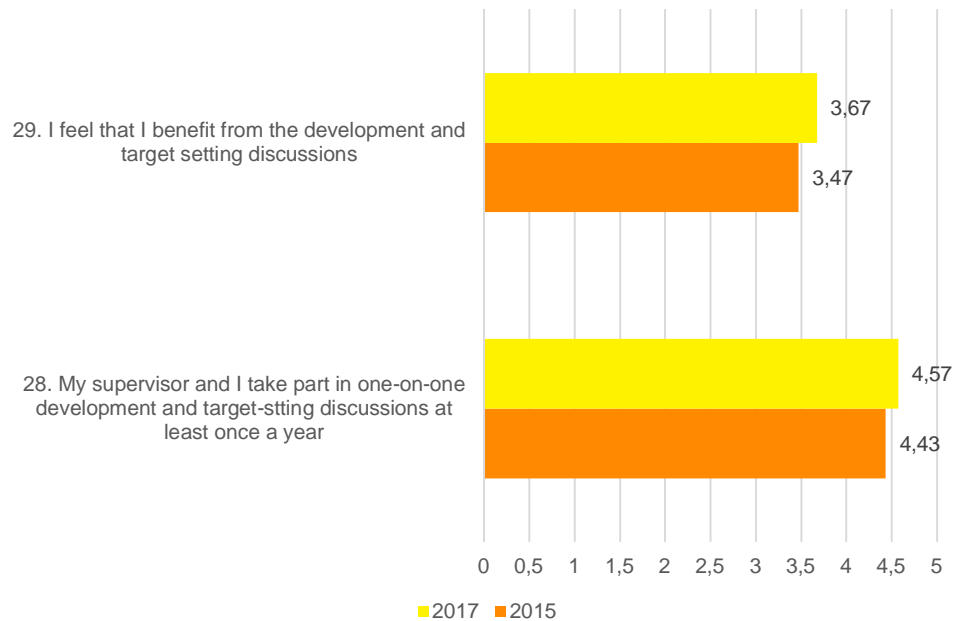
Read and print the development discussion forms

Prepare to discuss the matters which are related to your work, a work community and well-being

- Own input important to the success of the discussion



Results of Wellbeing Survey 2015 and 2017




Starting point to successful development discussion

- Common view on the topics discussed in the development discussions, objectives and follow-up (job description, work situation, work community, know-how, supervisory work etc.)
- Realistic expectations (the common goal discussion of the unit)
Reciprocal confidence and appreciation
- Carrying out of the agreed measures

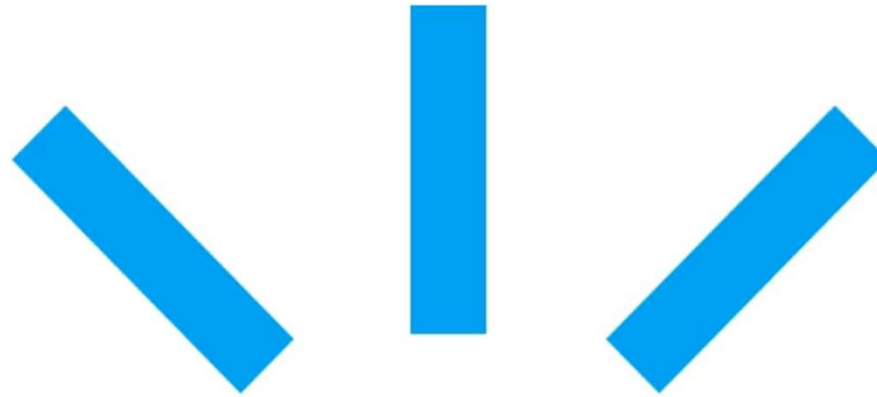


lippu Remote desktop

- SAP HR is recommended to be used through "lippu" remote desktop (works in pc, linux and mac)
- Start  -> All programs -> Accessories -> Remote Desktop Connection
- Computer: lippu oulu.fi -> Connect -> univ username and password
- Open icon "Certia" on the remote desktop and log in to

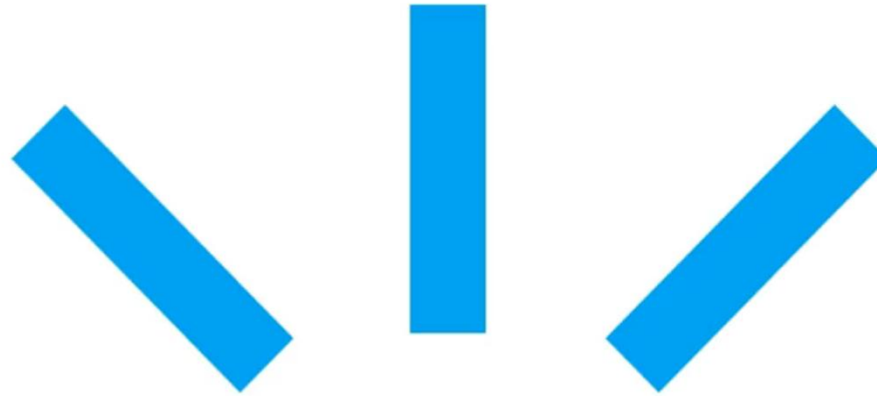


SAP HR means Certian portal <https://portti.certia.fi>



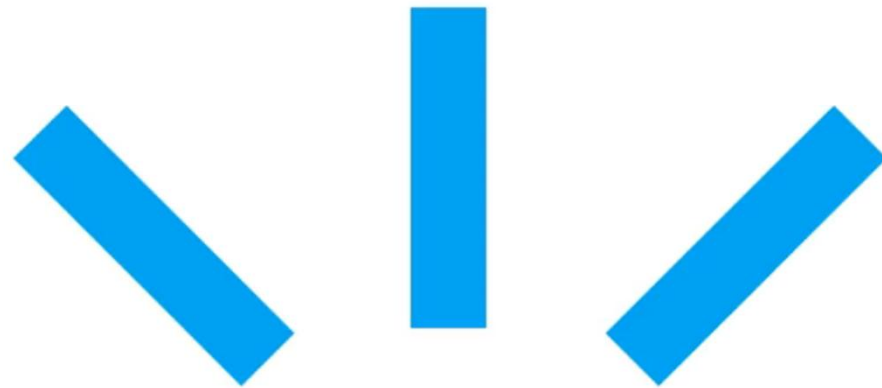
Filling the development discussion form

Guide to employee



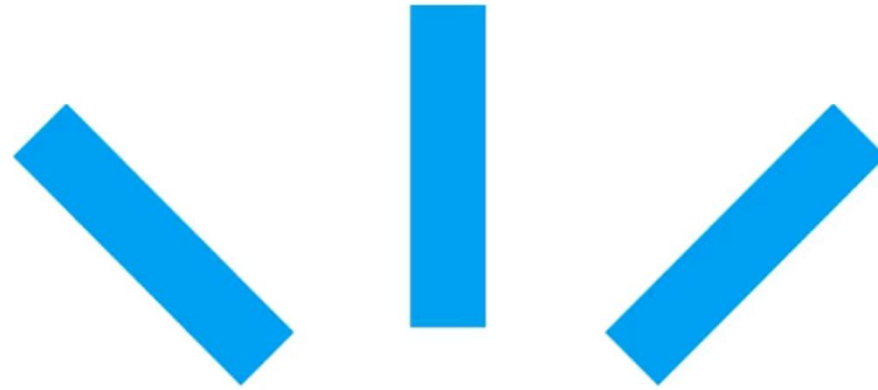
Viewing and printing development discussion forms

Guide for supervisor



Approving development discussion form

Guide to supervisor



Approving development discussion form

Guide to employee



During discussion

- Indicate the significance of the discussion by keeping your mobile phone closed
- Utilise your notes
- Give honest feedback, also repairing; also giving of feedback and finding of the right words can be practiced beforehand
- Justify your feedback, also positive; there is much advantage of observations and examples.

Make sure before the ending the discussion that you have brought out all the important matters:

- Personal plans for example pension plans/study leaves/job alternation leaves etc..
- Experience of the changes
- Inappropriate behavior
- Development ideas
- Concern about the member of the work community
 - Early Support Model