**Follow-up and development plan**

**One-to-one work dialogue between** ...........................................................  
 **and** ................................................

**Date** …………………………………

**Unit** …………………………………

|  |  |  |
| --- | --- | --- |
| **Goals/measures** | **Responsible** | **Deadline** |
| **1. Performance goals for the coming period** |  |  |
| **2. Competence – needs for academic and personal development** |  |  |
| **3. Other issues** |  |  |

**Manager** ………………………………… **Employee** …………………………………

(signature) (signature)

**Next dialogue date** ………………………………….