CHECKLIST FOR MANAGERS
THREE PHASES OF THE SDD PROCESS

A checklist with recommendations to help managers prepare, hold and follow up on SDD dialogues.

Phase 1: Prior to SDD dialogues

Preparing SDD dialogues in the unit:
• Read the "Guide to SDD" and "Local annual SDD schedule".
• Determine the unit's goals, future plans, financial leeway for competence development as well as competence development needs for the coming year – ideally in consultation with your own manager in connection with your own SDD.
• Remember to check up on and to inform your employees of any special themes which the local liaison committee (LSU) has decided must be discussed at the year’s SDD in addition to the three main themes in AU’s SDD concept.
• Make a timetable for holding the SDD dialogues which covers: Date for a joint meeting in the unit, the period and dates for individual dialogues as well as the date of the follow-up meeting in the unit.
• Inform the employees at a joint meeting, departmental meeting or by email. Here, information can be provided on when SDD will take place, who will be holding the SDD dialogues and with whom, how long the dialogues last, and which documents (e.g. strategy etc. for your unit) employees can benefit from studying. Finally, it is a good idea to talk about the unit's competence development needs for the coming year.
• Invite employees to SDD via AUHRA and Outlook, and select the appropriate dialogue guide for each individual member of staff (Read more in the IT guide).

Preparing for the dialogue:
• Prepare a status on agreements and follow-up since the last SDD dialogue.
• It is a good idea if you refer to the questions in the dialogue guide.
• Prepare acknowledging and constructive feedback on the employee's assignments and development.

Phase 2: The dialogue

• Plan the dialogue to allow time for addressing all the main themes and special focus areas.
• It is recommended that you allow about 1½ hours for the actual dialogue.
• Allocate sufficient time to agree on what to write afterwards in the agreement form – who will be responsible for what, and when to follow up.

Phase 3: Following up on the SDD dialogue

• Coordinate any competence development needs locally before making any final commitments to the employees.
• Hold a follow-up meeting (possibly as part of a departmental meeting) at which significant themes and general issues from the dialogues are discussed, including how follow-up will be handled in the
unit. For reasons of confidentiality, it is important that no reference is made to specific content from the individual dialogues.

- To follow up on the individual dialogues, it is recommended that follow-up dialogues are held after approx. six months.