



## SDD Agreement form

The agreement form should be completed on the basis of the SDD agreements which have been made. During or immediately after the dialogue, the employee should write down any agreements reached in the form.

## Main themes of the dialogue

Here, the main themes of the dialogue can be outlined. It is not necessary to produce a detailed record of the dialogue.

	<b>A. Agreement</b> Describe the agreement. This might take the form of professional/academic and personal development goals or other agreements	<b>B. Activities</b> Describe the activities which the agreement involves in general terms	<b>C. Responsible</b> Manager or employee	<b>D. When</b> When to follow up first time?
1				
2				
3				
4				
5				
6				