**Staff development dialogue: Technical and administrative staff (TAP)**

A good staff development dialogue (SDD) starts with good preparation. You can use these questions to prepare for your SDD and to guide the dialogue itself. They are intended as inspiration – which means you don’t need to answer all of them, and both you and your manager are welcome to ask other questions during your dialogue. However, you should cover these three topics:

1. What has happened since your last SDD? – A good starting point for talking about the future
2. Well-being and job satisfaction
3. Future career and competency development

Once you submit your answers, your manager will be able to see them and will use them to prepare for your SDD – to ensure your dialogue is as fruitful as possible. Your answers will only be made available to the manager conducting your SDD. They will not be shared with anybody else – neither now nor in the future.

You and your manager will begin your SDD by establishing a mutual understanding of your expectations and desired outcomes. You will end the dialogue by recording the agreements you’ve made in an agreement form.

Select job type

* Junior researcher (e.g. assistant professor, researcher, postdoc, PhD student, research assistant)
* Senior researcher (e.g. professor, associate professor, senior researcher)
* Member of technical or administrative staff (TAP)

**Topic 1:  
What has happened since your last SDD? – A good starting point for talking about the future**Discussing the professional experiences and challenges you’ve had since your last SDD provides a common understanding of what works well and what might have to be done differently in the coming year. It’s a good idea to give each other feedback on how successful you’ve been performing and managing tasks (respectively).

1. Question

**Following up on your last SDD: Have you acted on the agreements you made? What effect has this had?**

1. Question  
   **What professional and collaborative challenges have you had in the past year?   
   How have you and your job developed as a result of these challenges?**
2. Question

**How would you describe your level of success with your professional tasks in the past year?**

* Excellent
* Good
* Satisfactory
* Unsatisfactory
* Poor
* Not relevant
* Prefer not to answer

1. Question  
   **Two-way feedback between you and your manager on professional tasks, results and management style.***This can be adjusted so that you focus on the area(s) you think necessary.*

**Topic 2:  
Well-being and job satisfaction**Well-being is an essential part of employees being able to perform their work satisfactorily and developing and achieving their goals. In your SDD, you may want to focus on specific work experiences in order to establish a common picture of aspects that may promote well-being.

1. Question  
   **To what extent are you happy with your professional tasks?**

* To a very high extent
* To a high extent
* To some extent
* To a lesser extent
* Not at all
* Not relevant
* Prefer not to answer

1. Question   
   **What motivates and inspires you most at work at the moment?**

1. Question  
   **To what extent do you feel you can sufficiently influence your objectives, tasks, and the way your tasks are carried out?**

* To a very high extent
* To a high extent
* To some extent
* To a lesser extent
* Not at all
* Not relevant
* Prefer not to answer

1. Question

**How would you describe the balance between your professional tasks and the time available to complete them?**

* Excellent
* Good
* Satisfactory
* Unsatisfactory
* Poor
* Not relevant
* Prefer not to answer

1. Question  
   **What can your manager do more or less of to support your well-being and your ability to perform your professional tasks?  
   *Please provide specific examples.***
2. Question

**How do you contribute to ensuring that your collaboration with colleagues and other partners works well?**

1. Question **How would you describe our workplace culture and our way of communicating with each other?**

* Excellent
* Good
* Satisfactory
* Unsatisfactory
* Poor
* Not relevant
* Prefer not to answer

1. Question  
   **How would you describe your collaboration with your immediate supervisor?**

* Excellent
* Good
* Satisfactory
* Unsatisfactory
* Poor
* Not relevant
* Prefer not to answer

**Topic 3:  
Future career and competency development**Together, you and your manager need to set development goals and activities for you for the coming year. These goals must be based on the most important results and tasks in the unit, and they must be realistic to achieve.

1. Question  
   **Which results and tasks are important for your function in the unit in the coming year? Which professional tasks/areas/projects would you particularly like to work more or less on?**
2. Question  
   **Which competencies are particularly important in relation to your tasks and the interaction with your colleagues to help achieve your goals?**
3. Question  
   **To what extent do you feel you have the required competencies and time to succeed in your professional tasks/areas/projects?**

* To a very high extent
* To a high extent
* To some extent
* To a lesser extent
* Not at all
* Not relevant
* Prefer not to answer

1. Question  
   **Which career and/or competency development opportunities are of interest to you?**
2. Question  
   **What can your manager do to help you achieve your goals and/or succeed in your career and competency development opportunities?**

**Concluding remarks:**

1. Question  
   **Is there anything else you would like to discuss?**

At the end of the SDD, you and your manager should decide what to write on the agreement form. You should also decide who will follow up on the agreements and when. After this, you must complete the agreement form in mitHR and your manager will approve it (see the relevant guide).