

Dialogue with seniors (older members of staff) – dialogue guide

Dialogue with seniors (older members of staff) at AU

- According to the staff policy at Aarhus University employees are considered to be senior employees around 5 years before the time of retirement, and this will be a good time for a dialogue for senior employees in connection with the SDD.
- The dialogue takes place between the senior employee and his/her manager as well as the union representative if requested by the employee
- The dialogue focuses on whether the employee's work and working conditions should change as the employee gets older
- The purpose of the dialogue is retention – to encourage senior employees to stay longer in the labour market

The dialogue

The senior dialogue focuses on:

- Present and future tasks
- Development and motivation
- Development needs and development wishes
- Flexibility in the work planning
- Generational change programmes

Due to planning considerations, the dialogue also touches on possible plans for the time of retirement, and issues such as reduced working hours and changed areas of responsibility are also discussed.

Development plan

The dialogue results in a long-term plan for the last active years in the labour market. The plan must take into account the employee's health and life situation as well as ensuring the dignified and respectful treatment of older members of staff.

Dialogue guide

The dialogue may be structured on the basis of the questions below. The employee should be given the questions in advance to enable the employee to prepare for the dialogue.

Tasks, motivation and development

- How do you envisage your future working life (1-3 years into the future)?
- How do your plans tally with your family life/leisure activities?
- What will it take for you to continue to thrive, both mentally and physically, and have time for both work, family and leisure?
- Describe which specific tasks you prefer in your job?

Development needs and wishes – flexibility in the work planning

What are your wishes in relation to:

- Change of tasks – new tasks – or the number of tasks?
- Specialisation?
- More/less responsibility?
- Changed working hours?
- Anything else?

Generational change programmes

- How can it be ensured that your knowledge and experience are passed on, so that the tasks may continue to be solved when you decide to take early retirement or retire (e.g., setting up a mentor scheme, holding internal courses for colleagues or developing knowledge bases)?

Development plan

If the discussion of the above questions gives rise to any special development points for the employee, these points must be defined in the development plan.

If you as a manager have any questions about the senior dialogue, please contact your local HR partner.