

A further follow-up discussion to check the outcome of the training

Checklist for a one-on-one interview

...can be helpful in showing you how far you as an employee have succeeded in implementing the skills acquired during the personnel development training into your everyday work. Furthermore, your supervisor could appraise how successful this training has been. Remember to schedule this discussion in advance!

General questions which your supervisor could ask:

- Have the formulated objectives been achieved? If yes, which.
- What has changed for all parties involved?
- Was the personnel development training adequately chosen?
- What was beneficial/ less beneficial/ changeable/ preferable?
- What future expectations do my supervisor have/ do I have of myself?

	PD	WUD	FUD
Preparation			
Scheduled date?			
Prepared questions?			
Discussion			
Results documented in writing?			
Feedback concerning the discussion			
Wrap-up			
Are further trainings required?			
Discussion protocol			

PD = Preparatory discussion

WUD = Wrap-up discussion

FUD = Follow-up discussion

Last but not least...

...on reflection, what did this personnel development training bring you? What did you find helpful? Do you need assistance for a possible better understanding in regards to future needs, expectations and feedback of your supervisor.

Gartner-Steffen Personalentwicklung

Theodor-Heuss-Platz 8
14052 Berlin

Tel.: (030) 826 52 42

Fax: (030) 89 51 02 78

info@gartner-steffen.de

www.facebook.com/GartnerSteffen



Discussion Guide for Employees

For an optimal preparation and wrap-up of a human resource development measure within a talk with your supervisor



A personal preparatory and wrap-up discussion with your supervisor

...since the transfer of a personnel development measure into everyday work practice starts long before the measure itself.

The goal of a **personal preparatory discussion** with your supervisor is to discuss and set joint goals concerning the personnel development training. The more concrete these goals are, the easier you will find it to focus on achieving them; thus, the chances of implementing these goals are much higher.

During a **personal wrap-up discussion**, you have the opportunity to evaluate together how far the formulated goals have been achieved and how far they remain viable. At the same time, you can clarify how your supervisor can support you in actualising your goals.

Productive questions before the training

...which will help you prepare for the personal preparatory discussion in your role as an employee

Questions directed at your supervisor:

- What profits do you see for the company, our clients and myself in my attendance at this training?
- Where do you see a need for action and/or change in me? Where in your opinion, should I pay particular attention during this training measure.
- Which concrete objectives should I follow during this personnel development training?
- Do you see any possible obstacles that could stand in my way that would prevent me implementing my objectives?
- How do you envision the wrap-up?
- To what extent do you see the possibility of involving other colleagues in implementing these goals?

Possible Questions you yourself should answer:

- What is my motivation for wanting to attend this personnel development training?
- What changes do I see for myself, the company and our clients by attending this training?
- What concrete objectives am I following by my attendance? (Are they SMART - specific, measurable, achievable, realistic and timed?)
- If I were a supervisor, what objectives would I have? (Changing my perspective)
- What possible obstacles could I encounter in realizing my objectives? How could my supervisor support me?

Productive questions after the training

...which will help you, the employee, to prepare for the personal wrap-up discussion

Questions directed at your supervisor:

- To what extent do you see the objectives achieved? If not achieved, what must happen to meet these objectives?
- Do you find the original objectives that we agreed on as being realistic? Do these objective have to be rephrased?
- Do you feel that I need more support?
- What resources do you have that would support me in realizing my objectives?
- Is our formulated wrap-up strategy realistic or does it require modifications?
- Which further steps/appointments need to be agreed upon in regards to the wrap-up?

Questions directed at you:

- To what extent do I see the formulated objectives as having been met? What must happen to fulfil the objectives (if not met)?
- Do I have to adapt my objectives because of this personnel development measure? If yes, how?
- Which support do I still need of my supervisor and colleagues in realizing my objectives?
- Which difficulties, if any, did I encounter during this personnel development measure? Were my expectations met?
- Do I need more training? If yes, which one?