

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

Checklist for employee discussions

...can be helpful in showing you how far your employees have succeeded in implementing the skills acquired during the personnel development training into their everyday work. Remember to schedule this interview in advance!

General questions

- Have the formulated objectives been achieved? If yes, which.
- What has changed for all parties involved?
- Was the personnel development training adequately chosen?
- What future expectations do I have of my employee?

Last but not least...

...keep in mind that the most efficient way to make your employees implement their acquired skills into everyday work practice is by expressing appreciation, paying attention and showing honest interest. This will make it more probable that your employee will be motivated during the personnel development measure, which is an indispensable prerequisite for implementing skills, ideas and goals acquired during the measure into everyday work practice.

	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

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Discussion Guide for Supervisors

For an optimal preparation and wrap-up of an employee's participation

Gartner-Steffen
Personalentwicklung



A personal preparatory and wrap-up discussion with your employee

...since the transfer from the personnel development measure to everyday work practice begins long before the measure itself.

The goal of a **personal preparatory discussion** with your employee is to discuss and set joint goals concerning the personnel development training. The more concrete these goals are, the easier your employee 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 you, the supervisor, can support your employee in actualising his* goals.

*For simplicity's sake, we will use the masculine form in this brochure. This refers, of course, to both men and women alike.

Productive questions before the training

...which will help you prepare for the personal preparatory discussion in your role as a supervisor

Questions directed at your employee:

- What is your motivation for participating in this training?
- What changes will your participation entail for you, me, and our clients?
- What are your concrete objectives concerning the training? Are they specific, measurable, aligned, realistic/relevant, timed?
- What possible obstacles could you encounter in realizing your objectives?
- How can I support you in implementing your goals? What do you expect of me as your superior?
- How do you envision the wrap-up?

Questions directed at you as a supervisor:

- Do I have clarity about my expectations regarding my employee/the personnel development training?
- How do I envision the wrap-up?
- What would my objectives be if I were the employee? (changing my perspective)
- What possible obstacles could my employee encounter in actualising his objectives?

Productive questions after the training

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

Questions directed at your employee:

- Were you forced to alter your formulated objectives concerning the personnel development training. If so, how?
- Have your expectations of me, as your supervisor, changed with regards to the support I can give you?
- Are there any changes to the possible expected difficulties that you anticipated in implementing your goals?
- How can your co-workers help in implementing the objectives?
- Are more qualification trainings needed?
- Is our formulated wrap-up strategy realistic or does it require modifications?

Questions directed at you as a supervisor:

- Am I satisfied with the objectives my employee has formulated?
- Have I shown sufficient appreciation for my employee?