**Personnel Development Meetings (PDMs) at the UMG**

The Personnel Development Meeting is held once a year with the aim of promoting and developing the potential of the employees. Regular Personnel Development Meetings help to improve communication, collaboration and work results in the long term. A **key feature** of the Personnel Development Meeting is the collaborative and confidential dialogue between manager and employee. The Personnel Development Meeting is **neither a performance appraisal interview nor a critical assessment.**

**Thematic focus of the Personnel Development Meeting**
Manager and employee discuss the work situation, teamwork and job satisfaction from the previous work period together. The opportunity then arises to discuss specific measures and themes for the next 12 months. In order for employees to successfully carry out their respective tasks, specific advancement and development needs may be discussed openly, and appropriate measures (e.g. further training) may be planned and agreed upon.

**Structures and procedures**

* The Personnel Development Meeting is conducted by the immediate manager and is arranged at an early date (at least one week in advance) so as to allow for sufficient preparation on both sides.
* Both parties prepare for the meeting independently of one another. The Personnel Development Meeting form can be used as a guideline for Personnel Development Meetings.
* During the meeting, important outcomes and agreements are recorded on the PDM form. Both parties then sign the PDM form, a copy of which is received by the employee, while the original remains confidential with the manager.
* The contents of the meetings are not evaluated by third parties. Contents with a specific purpose can only be passed on if a mutual agreement was reached within the meeting.
* The next higher-level superior receives notice that the meetings have been conducted through the proof list attached.

Should **conflict situations** arise during the Personnel Development Meeting, the meeting may be suspended and rescheduled. Both manager and employee have the opportunity to express their views on this in writing. If the meeting is to be continued at a later date (within 14 days), a moderator may be called in. If even then no agreement is able to be reached, the next higher-level manager may be involved. At the employee's request, a member of the Staff Council or a person of trust may take part in the meeting.

**Department Name of superior**

**Proof of conducted personnel development MEETINGS (year \_\_\_\_\_\_\_)**

Please forward this form **to the management of your institution** **via official channels** once you have conducted all meetings within your area of responsibility.

The head of the institution is requested to send a copy of this proof list to G 3-23 Health Management andPersonnel Development.

Personnel development MEETINGS were held with the following employees:

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| Name | Date | Employee Signature |
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 **Personnel Development Meeting Form**

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| --- | --- | --- |
|   |  |  |
| Employee Name | Manager Name |  Date |

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| --- |
| **Review** of tasks, quality of work, quantity of work and work attitude |
| Agreed key task areas(additional tasks / projects) |  |
| Changes in structures or organisational processes? |
| Work attitude / quality of work |
| Supporting / inhibiting factors |
| Job satisfaction |
|  |
| **Review** of collaboration |
| **Mutual experience of collaboration**… in a team… with third parties (e.g. patients)… between employee and manager |  |
|  |  |
| **Preview** of future tasks and developments |
| Shared expectations of further collaboration |  |
| Which high-priority tasks are expected? |
| Which departmental targets are to be achieved?  |
| …is additional support required? (e.g. resources, work equipment, organisational changes) |
| Comments / suggestions for improvement? |
|  |
| Individual **advancement and development** |
| Strengths and weaknesses / competencies to be developed  |  |
| Personal development goals / career perspectives |
| Required offers of support / qualification schemes |
| Reconciliation of private and professional life? |
|  |  |
| **Arrangements** |
| **Agreements** relating to specialist tasks, communication, professional development and qualification of employees | **Arrangement** |
|  |  |
| Mutual feedback on the meeting |  |

|  |  |
| --- | --- |
|   |  |
| Date / Employee Signature | Date / Manager Signature |