

Preparation for MUS for managers

As a manager, you are key to ensuring an interview that leaves both you and the employee empowered. Of course, it takes two people to conduct an interview, but your preparation, attitude and overall conduct of the interview will in many ways influence how the employee and you develop over the coming year.

On the basis of the joint strategic discussions of the management group, the following is to be reflected on with regard to the individual employee's MUS:

- Has a common strategic focus been decided at this year's MUS that applies to all employees?
- Are there particular themes/areas to focus on this year?
- Selection of 1–2 themes to be given special attention in each employee's MUS. To be agreed with the employee.

On the basis of the selected topics, the following are to be reflected on in relation to the individual employee's MUS:

- What do you see as particularly well-functioning or motivating for the employee in the selected topics? Find two or three examples of something you have been particularly pleased with and would like to see more of.
- What has been difficult for the employee within the selected topics?
- How did you feel the employee solved it?
- What are possible areas for development in the selected topics – both in the short, medium and long term?
- What does development require of the employee, yourself and others?

On the basis of selected topics and reflections, questions from the MUS Designer are selected

Use the MUS DESIGNER with your employee to select a series of questions that suit you. However, as a minimum, all MUS should address all four main themes.

Inspiration for skill development

Below are links to SDU's employee courses that can help inspire skills development. However, avoid a one-sided focus on course shopping and consider how skills can also be acquired through assignments, sparring, job rotation, etc. Consider what gives meaning and value.

<https://sdunet.dk/en/servicesider/hr/kompetenceudvikling>

https://www.sdu.dk/en/om_sdu/institutter_centre/c_unipaedagogik/kursusudbud