# MUS AT SDU – who does what and when?

# **BEFORE**

#### Ensuring broad involvement and co-determination





- The Liaison Committee follows up on the previous year's MUS and skill plans and establishes guidelines for the organisation of the next year's MUS.
- Management teams meet and discuss the focus of the annual performance and development reviews, including strategic direction and resources for skills development.

### Initiating the MUS process - e.g. at a staff meeting



**DURING** 

Skill plan

Minutes \_\_\_

• In principle, it is the manager's responsibility to take minutes,

Agree who will draft the skill plan for the employee and the

but it can also be agreed that the employee does so.

• Agree on whether the minutes are confidential or can be

given to a new manager/TR.

procedure for approval and follow-up

- Management encourages managers and staff to prioritise MUS in terms of preparation, interview and follow-up.
- · Management specifies SDU's goals and strategies in relation to MUS and specific work tasks.

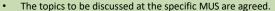
## Written material about MUS



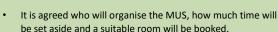
· Management provides info about the MUS material and guidance on how to use it, incl. who is responsible for what.

### Agenda for the specific MUS





# Booking of time and place



#### Preparation



- Based on the chosen topics, the manager and the employee prepare for a discussion of work tasks over the past year and wishes for the coming year.
- Both parties consider development objectives, the development plan and skills development opportunities

# Responsibility

Management



Staff

Liaison Committee

## Initiate activities



- Management informs staff about the activities organised within the unit and across units.
- The employee is responsible for initiating their own activities once these have been approved.

### Follow-up



- Manager/employee (depending on agreement) convenes a follow-up interview/mini-MUS.
- Management follows up on collective activities in the units.

# **AFTER**

