

## Follow-up

### Follow-up for the individual employee

- The manager and employee agree on when you will follow up on the agreements you entered into in the MUS – e.g. six months after the interview. Here, you sum up how far you have come and how far you are from achieving the goals you have set out to achieve in the development plan.
- Manager and employee assess whether it is still realistic to achieve the goals or whether something has happened that changes the plan and requires adjustments.
- The manager and employee discuss whether the employee has learned anything new and how the employee has used the new knowledge to solve their work tasks.

### Follow-up in groups

It is advantageous to follow up on the overall development of a group. Therefore, we recommend, for instance, that the leader of the group:

- sums up development wishes and needs for all the group's employees
- sums up themes that recur in the individual interviews and that are relevant for the group to work with
- gives the group an overview of the agreements about individual skills development.

### The manager's follow-up in relation to the workplace

After a round of MUS, it may be a good idea to make a summary of development wishes and needs for the workplace as a whole. Based on this, you can consider whether there is a need for initiatives across the workplace.

It can also be valuable for the management team to discuss whether themes have emerged that you need to address together.

The development plan, and any minutes, are kept by both manager and employee and will support the follow-up of the interview and form the basis for the next MUS the following year.