Name & date: 

Staff Performance and Development Review
Competence Development Plan

1. **What is important to retain?**
   - What you want to succeed with today

2. **What is important to work on more?**
   - What you want to strengthen going forward
   - How do you plan to work more on this?
   - Can you describe actions you can take?
   - How and when should follow-up be done?
     - E.g. mini-review or follow-up with colleagues

3. **Other agreements?**
   - E.g. courses, training, internal rotation, mgt. talent development, follow-up on senior interview

It is the staff members responsibility to complete these fields during the dialogue.