The following is a suggested process for a group performance and development review for a group of 8 to 18 participants. In parts of the process, work is done in smaller groups.

Two and a half to three hours must be set aside for the review, depending on the number of smaller groups. A break is included.

Prior to the review, the process is presented at e.g. a team meeting and everyone has prepared individually by filling out the preparation sheet.

The process proposal must always be adapted to your prerequisites, traditions and wishes for a group performance and development review!

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### Setting the framework

| 5 min | The manager begins by setting the framework for the review, goes through the process and summarizes other agreements. |

### Prioritization is based on the preparation sheet

| 15-20 min | Everyone marks their answer to the preparation sheet on a joint A3 print of the preparation sheet.  

The overall picture is discussed to decide which dimension will be highlighted in the review. Choose one or two dimensions rather than rushing through all four.  

Follow-up questions:

- Where is the greatest development potential?  
- Where is the widest spread in responses?  
- Are there one or more dimensions that are particularly important in our near future? |

### Discussion based on the dialogue guide – part 1

| 2 x 15-20 min | Divide into smaller groups of 4-6 people. Distribute the dimensions among the groups if you have selected multiple dimensions. Each group works on one dimension.  

In each group, one person is selected who notes important points and conclusions from the discussions on a flipchart, and one person who keeps track of time. Both also participate in the dialogue. |
Based on the group performance and development review dialogue guide, the first two questions in the selected dimension are discussed one by one (15-20 minutes for each question):

- 1-2 minutes for individual reflection
- 3-4 minutes for discussion in twos
- 10-15 minutes for joint discussion in the group. During the joint discussion, key words are written on a flipchart.

Be sure to make the discussions concrete – Can you give an example? – What are you basing this on?
The manager circulates among the participants, listening and helping to keep the dialogue on track, and clarifies any questions if necessary.

| 20 min | The groups come together and briefly present the most important points from their discussions to each other. |
|        | Are there things that recur – or things that are connected? The manager shares their reflections as a feedback on the groups' discussions. |

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**15 min Break**

**Discussion based on the dialogue guide – part 2**

| 15-20 min | Work continues in the smaller groups on the last question in the selected dimension:
- 1-2 minutes for individual reflection
- 3-4 minutes for discussion in twos (choose a new partner!)
- 10-15 minutes for joint discussion in the group. During the joint discussion, ideas and suggestions are written on a flipchart.
The manager circulates among the participants, listening and helping to keep the dialogue on track, and clarifies any questions if necessary. |

| 20 min | The groups come together and briefly present the most important ideas and suggestions from of their discussions to each other. All flipcharts from the work in the smaller groups are hung on the wall.
Are there ideas and suggestions that recur – or ideas and suggestions that are connected?
The manager shares their reflections as a feedback on the groups' ideas and suggestions. |
### Recap

The various ideas and suggestions are discussed and prioritized. The manager has an active role as a facilitator and in targeting the work so as to ensure coherence with the group’s other activities and AAU’s visions and strategies. Decisions are noted and expanded on in concrete actions in the summary sheet for the group performance and development review. There may be ideas and suggestions that need to be further explored – this can also be an action.

**Follow-up questions:**
- What will be important to maintain going forward?
- What can we benefit from working on to strengthen job satisfaction, motivation, development and results and to fulfil our vision of creating stronger learning communities?
- Should a joint practice activity be described for the group?
- What is a first step to concrete action? What is the goal? Who can help? What will be signs of development? When will we follow up?

### Next steps and evaluation

The manager sums up what happens next (how does the group summarize the review), and the group evaluates the dialogue.

**Follow-up questions:**
- How did it go with holding a group performance and development review this way?