Group Performance and Development Review
Process Guide for Groups of up to 7 Participants

Preconditions for the conversation
- The following is a suggested process for a group performance and development review for a group of up to 7 participants.
- Two hours must be set aside for the review, including a break.
- The manager facilitates the review.
- 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!

## 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

| 10 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. |

### Follow-up questions:
- Where is the greatest development potential?
- Where is the widest spread in responses?
- Which of the dimensions is particularly important in our near future?

## Discussion based on the dialogue guide – part 1

| 2 x 20 min | 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 minute for individual reflection
- 3 minutes for discussion in twos
- 10-15 minutes for joint discussion in the group. During the joint discussion, the head of the group notes key words on a flipchart. |
Be sure to make the discussions concrete – Can you give an example? - What are you basing this on?

The manager listens and helps keep the dialogue on track, clarifying any questions if necessary.

Finally, for each question, the manager shares their reflections and considerations as a feedback on the group discussions.

10 min Break

Discussion based on the dialogue guide – part 2

Work continues on the last question in the selected dimension:

- 1 minute for individual reflection
- 3 minutes for discussion in twos (choose a new partner!)
- 10-15 minutes for joint discussion in the group. During the joint discussion, the manager notes ideas and suggestions on a flipchart.

The manager participates in the discussions on equal footing.

Recap

All flipcharts are hung on the wall, and a brief previewing takes place as a prelude to summarizing the discussions.

In the recap, 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

10 min

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?