Group Performance and Development Review

Invitation

Dear ________________

I would like to invite you to a group performance and development review. The review addresses your group’s task completion, well-being, motivation and development, including how the group as a whole contributes to the workplace’s core task, values, visions and cooperation.

Before we meet for the review, I ask that you fill out the preparation sheet and bring it to the meeting. You must relate to the four needs that the dialogue focuses on: mastery, meaning, belonging and autonomy. You must mark how you currently feel about the specific need in relation to the group so that we both get a holistic picture of the group’s cooperation and work life as the group is currently experiencing it.

The preparation sheet is yours and does not need to be handed in. I would recommend that you read the Group Performance and Development Review - Guidance which I have attached along with the preparation sheet.

We use each group member’s preparation sheet as our starting point and talk further based on the Group Performance and Development Review - Dialogue Guide and the Group Performance and Development Review - Process Guide that you find in the AAU Handbook. In the review, we focus on the connection between the group's task completion and development and AAU's visions and strategies. The goal is to strengthen the group as a stronger learning community. We conclude by summarising agreements and actions as a follow-up to the dialogue. We fill this out in the summary sheet that will serve as our joint 'minutes' from the group performance and development review.

The meeting is expected to last ____ hour(s).

Kind regards,
Your immediate superior