|  |  |
| --- | --- |
| Date |  |
| Name of the employee |  |
| Name of the supervisor |  |
| Organizational unit / department |  |

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Key results and agreements

|  |  |
| --- | --- |
| Topic work tasks and work environment | |
| Central results of the talks | For specific measures |
|  | Who does what?Until when?With which support? |
| Goals for the upcoming year |
|  |

|  |  |
| --- | --- |
| Topic leadership and cooperation | |
| Central results of the talks | For specific measures |
|  | Who does what?Until when?With which support? |
| Goals for the upcoming year |
|  |

|  |  |
| --- | --- |
| Topic teamwork | |
| Central results of the talks | For specific measures |
|  | Who does what?Until when?With which support? |
| Goals for the upcoming year |
|  |

|  |  |
| --- | --- |
| Topic perspectives and development opportunities | |
| Central results of the talks | For specific measures |
|  | Who does what?Until when?With which support? |
| Goals for the upcoming year |
|  |

1. **Supplementary comments**
2. **Agreement for disclosure to third parties**

#### Signing by interlocutors

signature employee signature supervisor