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

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### Key results and agreements

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| 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 |
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| 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 |
|  |

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