Staff management interviews and individual planning of advanced training

4. Staff management interviews and individual planning of advanced training

Staff management interviews are of major importance for practical HRD. In such annual interviews, the superiors and their staff members should discuss, negotiate, and plan in a binding manner the items that are important to both parties.

An important basis for staff management interviews is the annual planning of the organisational unit concerned, from which the targets for the concrete jobs are derived. A brochure on staff management interviews (as of 2/2002) sets requirements and provides assistance for such interviews.

Another important element of staff management interviews is the individual planning of advanced training. The goal here is that superiors and staff members agree in a well-aimed and binding manner on advanced training and that both of them commit themselves to contributing to successful advanced training. All staff members should acquire the knowledge they need to fulfil their present and future tasks.

The obligation to set up individual advanced training plans is laid down in the new advanced training guidelines of the Federal Statistical Office.

Setting up individual plans of advanced training is facilitated by the job profiles (see annexes I - VII). They provide information on the knowledge and skills required to fulfil the tasks. When a staff member takes over a different job, the individual advanced training plans have to be adjusted to the new requirements.

To make advanced training planning more concrete, a selection of suitable advanced training themes is offered for each job profile component in a standardised IT procedure. Superiors and staff members discuss what training measures might be suited and agree on a maximum of 4 seminars to be attended in the following year. It is also possible to propose seminar themes not contained in the seminar catalogue. The result of the discussion is documented in writing and transmitted to ZC/advanced training. There the total of individual advanced training plans forms the basis for planning the advanced training programme of the Federal Statistical Office for the following year.