

multiskills!



Discussion form

Let's talk about work and skills so that you can make more use of your skills at work. Respond to the statements in advance and tell your supervisor about your work at the discussion: what is going well and what you would like to learn. The discussion is confidential, and the aim is to agree on how you can develop your skills at work. Welcome!

Name, time and place of discussion

Work in general



	Yes	To some extent	No
I can perform most of my tasks well.			
I know who to ask for help if I have a problem at work.			
I know what my supervisor and workmates do.			
My Finnish language skills are adequate for my work.			
I understand what my employer expects of me.			

Participation



	Yes	To some extent	No
I want to learn more and get better at my work.			
I will ask if I don't understand or can't do something.			
It is easy to talk to my supervisor about mistakes.			
If I notice something that should be improved in the workplace, I will tell my supervisor.			
I follow my supervisor's requests and instructions.			

Cooperation



	Yes	To some extent	No
I get on with different workmates.			
I respect other cultural customs and the views of my workmates.			
I will tell my supervisor if I am treated badly.			

Customs and rules



	Yes	To some extent	No
I find it easy to work according to the customs and rules of the workplace (even if they are different from the customs and rules in my own culture).			
I respect the working hours and schedules agreed at work.			
I know the absence practices in my workplace (sickness, a child's sickness, family leave, holidays)			

Occupational health and safety



	Yes	To some extent	No
I know the safety instructions in my workplace and know how to follow them.			
I know how to do my work in a way that doesn't make me too tired physically or mentally.			
I look after my well-being (e.g. rest, friends and leisure time).			
I understand what occupational health services are and when to go to them.			
I know that issues like wages, working hours and overtime payments are based on collective agreements and legislation			

My training and employment history

Things I would like to learn at work

To be completed by the supervisor and employee together:

Agreed together

What will we do next? (the solution may also involve other employees or the entire working community)

Who will be involved and when will it be done?

The next discussion (date)

Assessment

How did we do? What did we learn?

How will we continue from here?