***MUS samtaler at CCS***

What follows is a template for the MUS samtaler.  It is not the intention that we follow this precisely as written, but rather as areas that might be useful to reflect on, for both parties, before the samtaler.
The following are the areas that might be interesting to explore:

* Trivsel
* Teaching/arbejdsopgaver
* Professional development
* Personal development (optional)
* Samarbejde with leadership
* Goals
* Follow up

Please: If there are any areas not covered that you would like to discuss then that is absolutely fine.

**Trivsel**
How do you “trivsel”at work?

* How could it be improved?
	+ What could you do?
	+ What could the school do?
* How do you experience “samarbejde” at work?
	+ How could it be improved?
	+ What could you do?
	+ What could the school do?
* Other

**Teaching/arbejdsopgaver**

* How is it going with you classes in terms of your teaching?
* How is it going with your classes in areas other than teaching: parents, individual students etc…?
* If relevant, how is your role as homeroom teacher?
* Are there areas you would like to focus on?
	+ What could you do?
	+ What could the school do?
* Are there areas you need support/resources in?

**Professional Development**

* What areas would you like to develop?
	+ What could you do?
	+ What could the school do?
	+

**Personal Development**
Optional

* Do you have long/short term goals?
	+ What could you do to achieve those?
	+ What could the school do, to help you achieve these, for example, courses, education?

**Samarbejde with Leadership**

* Do you have suggestions, feedback that you feel would improve your work environment?
* Do you have suggestions, feedback that you feel would improve the running of the school?
* Do you feel there is good communication?

**Summary**

* A review of the samtaler, and where appropriate write down mutually agreed goals for future review.