

Personal Development Talks (PEG) – what is it all about?

Personnel Development Talks (PEG) are institutionalised and strictly structured confidential individual conversations between the immediate superior and the employee outside the regular discussions on work, supervision or appraisal meetings. Here you have the opportunity to express your wishes.

What is discussed and why?

A PEG serves the purpose of a review and an outlook. An annual balance sheet of the cooperation is drawn up together; future goals, work content and development opportunities for the employees are discussed. The aim is to improve communication and cooperation. Transparency and trust in everyday work should be promoted by setting goals. One result can be, for example, to support the professional development of the employees by agreeing on further training.

PEG – what you should consider

You may be offered an appointment for a PEG. This must be done with sufficient time in advance. For you, acceptance of the offer is **voluntary**, so you can **refuse**. You must not suffer any disadvantages if you do not accept the offer.

If you accept the offer to talk, you can prepare yourself. There are different ways to do this. Put together the topics that are important to you, e.g. your concerns about work organisation, your professional development, your wishes for further training, the work situation and communication in the team. In addition, you can use the interview guide as an orientation or take part in one of the training courses offered.

Make sure that you are given enough time to discuss your work situation and **your wishes** in detail. There is no requirement to document the interview. No note in your personnel file will be added. We recommend that you make notes for your own records, e.g. oriented on the interview guide. This will give you an orientation for the next PEG and you can follow up in your daily work whether positive developments from the PEG emerge for you.

For further reading:

Human Resources Development of Academic Staff at the UoC:

https://verwaltung.uni-koeln.de/abteilung43/content/peg/index_ger.html

Interview Guide for Academic Staff:

https://verwaltung.uni-koeln.de/abteilung43/content/e192621/e194037/PEG_Leitfaden_Wiss_DEU_ger.pdf

Pilot project “Annual Conversations” at the University Clinic:

<https://intranet.uni-koeln.de/unternehmensbereiche/geschaeftsbereiche/personal/personalentwicklung/jahresgespraeche>

Programme of further education and training of the Department Human Resources Development:

https://fortbildung.uni-koeln.de/veranstaltungsangebot/index_ger.html

Training courses offered by the Centre for University Didactics:

<https://zhd.uni-koeln.de/unsere-angebote>

Do you have any further questions? Please feel free to contact us!

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