

Conversation guide: Keeping employees on board

1. Purpose of the conversation

The purpose of the conversation is that we will get to know you as an employee. Together with you we will discover your digital needs but certainly also your strengths. We will mainly focus on the digital but also briefly on the other clusters, namely workplace culture and innovation and adaptation. Based on the results of this interview and the competence WEB, we will match you with a colleague.

What are your expectations of KEOB?

2. Personal

- What is your position at the organization?
- How long have you been employed? What do you do for this?
- What are your future plans?
- With what motivation do you participate in this?
- What do you hope this project can do for you?

3. Competence web

View the competency WEB:

- Did you find this easy to fill in? Why or why not?
- Can you explain to me why you filled it in the way you did?
- Do you notice this at work?
- Do you notice this in your daily life?
- What learning objectives would you like to work on and why?
- What skills would you like to help a colleague with?

1) Digital skills

Computational thinking: can you look at a problem or issue and in a way that allows a computer to help solve it? Can you tackle a challenge or task step by step?

Basic ICT skills: Can you work with Excel, word, PowerPoint, ... ? You can communicate via teams, mail, ... ?

Media literacy: Can you look at an article in a critical way on the internet? Do you see what is fake and what is not? Can you formulate a well-founded opinion based on information that you reach via (online) media?

Information skills: Do you know where you can find information digitally?

2) Workplace culture

Communication skills: Do you confidently use the right communication channels within different contexts?

Collaboration: Can I easily find the common goals in a task and ask others for help to achieve those goals?

Self-regulation: The ability to control emotions and impulses and think before you act. *Can you calm yourself down when I'm angry or upset, and cheer myself up when I'm depressed?*

Social and cultural skills *Are you good at building and maintaining interpersonal relationships at work?*

3) Innovation and adaptation

Problem solving: *Can you distinguish the cause of a problem and adjust my actions accordingly?*

Creative thinking: *Can you develop unique ideas: ideas that others have not thought of?*

Critical thinking: *Can you address a situation without your personal biases affecting your understanding?*

4. Explain intention

Based on these results, we will match you with a colleague. We are going to pay attention to your availabilities, possibilities and skills.

- What do you think?
- To what extent can you work on a learning goal on a weekly basis?

5. Value

- Do you have any questions?
- Have you been able to tell everything you wanted to say?