

Management Tools for 55+ Conversations

This preparation material offers guidance for managers on how to prepare for the 55+ conversation, conduct it and follow up effectively.



Guidelines

Together with the employee decide whether to hold a dedicated 55+ conversation or integrate these tools into the annual performance review (MUS). You can also agree with the employee on whether to focus on multiple themes, select specific topics or use the short format for the conversation.

Remember to provide the accompanying guide to the 55+ employee before the meeting, along with links to videos and podcasts developed as part of the project, which are available at 55plus.ku.dk



Before the Conversation



Before the Conversation

The purpose of this tool is to create optimal conditions for the conversation. Both you and the 55+ employee will receive their respective guides in advance, which include key points and questions for reflection.

Be mindful that discussions about senior work life can be personal. Acknowledge this, but also emphasise the importance of an open dialogue.



Before the Conversation - continued

Communicate that the invitation for a 55+ conversation reflects the company's commitment to fostering a diverse and inclusive workplace. Recognition is often key to engagement. When inviting the employee, underline that you value their competencies and experience and wish to explore how they can continue to benefit the organisation.

When preparing, reflect on what the company can do to make continued collaboration attractive. Consider how employees thrive in your organisation, and think about what would encourage those approaching retirement to remain engaged.



Reflect on the following before the conversation:

What do I hope to achieve from the conversation?

What would make the conversation feel successful?

Where and how would you like to hold the conversation (e.g. office meeting, walk-and-talk)?

Which themes do you wish to discuss with your employee, and why?

*Are you fully utilising the employee's experience and professional potential?
Could you offer opportunities to better leverage their expertise, such as training or courses?*

What specific flexibility options can you offer? Consider models for adjusting working hours, responsibilities, tasks or even their position within the organisation.

Conducting the Conversation



The discussion is structured around five overarching themes. You and the employee can choose one or more themes to focus on. Before the meeting, inform the employee about the themes you plan to address and ask if they have any preferences for specific topics.



Work Conditions: This includes work organisation, how long the employee envisions staying in the workforce and flexibility in their work life (hours, days off, vacation).



Tasks: Discuss workload, task composition and the role the employee wishes to play in the organisation moving forward.



Relationships: Focus on professional and social networks within the company, including collaboration across functions and generations.



Professional and Personal Development:

Explore opportunities for competence development, utilising the employee's experience and skills and supporting their ongoing growth.



Pension Considerations: For employees contemplating retirement, this theme discusses smooth transitions and how their knowledge and skills can continue to benefit the organisation. While some may prefer to delay this conversation, starting early can be beneficial.



Short Format Option: A separate 'short format' theme is available for managers and employees who wish to cover all topics briefly.



Follow-Up (with space for notes)

Work Conditions

a. Who will investigate what?

b. When will follow-up occur?

Tasks

a. Who will investigate what?

b. When will follow-up occur?

Relationships

a. Who will investigate what?

b. When will follow-up occur?



Follow-Up (with space for notes)

Professional and Personal Development

a. Who will investigate what?

b. When will follow-up occur?

Pension Considerations

a. Who will investigate what?

b. When will follow-up occur?

