

Employee Tools for 55+ Conversations

This preparation material provides guidance on how you can prepare for the 55+ conversation and your approach to conducting it.



Guidelines

Together with your manager, you should decide whether to hold a dedicated 55+ conversation or incorporate specific themes from the accompanying conversation tool into the employee's annual performance review (MUS). You can also agree to focus on multiple or selected themes or use the short format for the conversation.

This material includes videos and podcasts to help guide your reflections and initiate discussions. These resources are available at 55plus.ku.dk.



Before the Conversation



Before the Conversation

This tool is designed to support you who have been offered a 55+ conversation with your manager. It provides an opportunity to influence your future work by discussing your wishes for development and flexibility.

The goal is to create optimal conditions for the discussion. Both you and your manager will receive your respective guides in advance of the meeting, which will include key points and reflective questions.

Research shows that most managers do not initiate these conversations with the aim of phasing out 55+ employees. In fact, it is often the opposite – they want to discuss how to create conditions for longer careers.



Before the Conversation - continued

As an employee, you may achieve more than you expect, making this dialogue with your manager essential.

To prepare for the 55+ conversation, consider discussing your perspective on the coming years of work life with someone close to you, such as a partner, children or colleagues. These discussions can cover topics like retirement timing, professional development, desired tasks and flexibility in your workplace.



Reflect on the following before the conversation:

Is the timing of this conversation right for you? If not, talk with your manager about when would be a better time.

What do I hope to achieve from the conversation?

What would make the conversation feel successful?

Where and how would you prefer to have the conversation (e.g. in the office or on a walk)?



How long do I envision offering my skills before retiring?

How do I see my job evolving during this period?

What would that mean for me?

What do I need to ensure that both my workplace and I find the collaboration rewarding during this time, in terms of:

- Training opportunities?*
- Collegial relationships?*
- Adjustments to workload or hours?*
- Management style?*

What could influence the timing of my planned retirement?

How can I help ensure that my contributions and legacy continue at the workplace before I leave?

Is there anything I would like my workplace to do now to ease my transition to retirement later?

Write down your responses and bring them to the conversation. Also, consider what you feel comfortable sharing and what you prefer to keep private.



Approach to the Conversation



The discussion is structured around five main themes. Both you and your manager can select one or more themes to focus on. Inform your manager ahead of time about the themes you wish to discuss.



Work Conditions: This theme addresses work organisation, how long you plan to stay in the workforce and flexibility in work life (working hours, days off, vacations).



Tasks: This theme focuses on workload, task composition and the role you envision for yourself in the organisation moving forward.



Relationships: Discuss professional and social networks within the company, including interdepartmental and intergenerational collaboration.



Professional and Personal Development:

Explore competence development opportunities, your development goals and how your skills and experience can be utilised effectively.



Pension Considerations: If you are contemplating retirement, this theme addresses smooth transitions and how your knowledge and skills can continue to benefit the organisation. While some may prefer to delay this discussion until closer to retirement, starting the conversation early can be beneficial.



Short Format Option: A separate 'short format' theme is available for employees and managers 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?

