Structure for documentation in steps 2 and 3
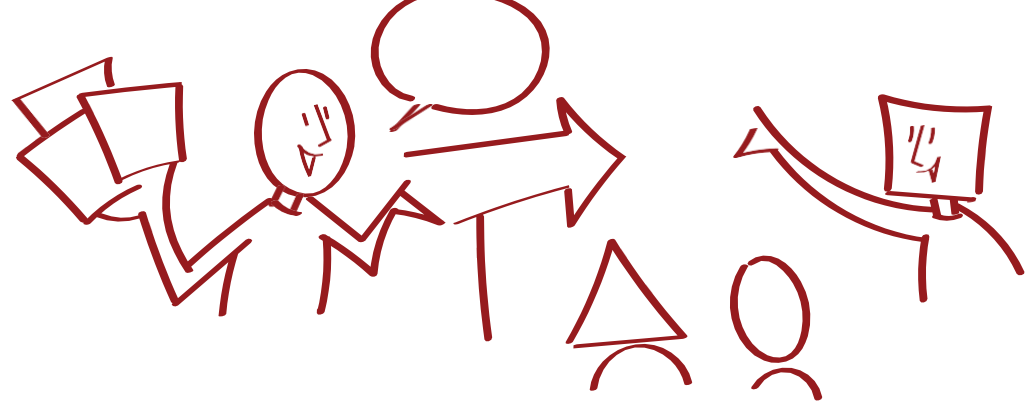
Step	Participants	Process	Notes
1	• Manager • Employees • HR partner	• The manager provides information about the discussion that has taken place in the planning group concerning documentation and next steps • The HR partner introduces the possibility of documenting steps 1, 2, and 3 by using Post-its	
2	• Employees • HR partner	• The HR partner encourages the employees to place their dialogue cards in the documentation space • The HR partner encourages the employees to write input for their manager in the form of keywords on Post-its and place them in the documentation space	
3	• Manager • Employees • HR partner	• The HR partner supports the group dialogue by asking if there are any patterns - in the choice of dialogue card - Input for the manager • The HR partner makes a point of mentioning that those employees who want to are welcome to take a photograph of their documentation space and email the picture to their own manager	