Career conversations

Manager

Key points

Career conversations are about understanding your colleagues career aspirations , not a promise to colleagues about their next role

There's no right or wrong answer for colleagues aspirations.

Your role is to use this document to support a coaching conversation in the meeting.

Developing others

Establish personal intent

Thinking about the next 12 months
Your role here is to listen. Let the colleague have the opportunity to talk about themselves and what they want.

Where are they now against their personal intent?

Questions to ask:

- What are you known for?
- How do people perceive you?
- What do you want to be known for?
- What do you need to learn more about?
- Are there any key relationships that you need to develop?

Reality testing

- What are possible development opportunities?
- What immediate next steps can you take?
- What do you need from me?

Agreeing a focus

Thinking about the next 12 months
Agree with the colleague which of the three career groupings fits best; 'grow in role', 'broaden' or 'promotion'.
Agree actions that the colleague will take along with support that you'll provide.