

Guide to Employee-Centred Development Conversations

Preparing for the conversation

Prepare for Development

1. What kinds of development activities do you think your staff member is ready for at the moment?
2. What are some upcoming opportunities for your staff member to engage in those development activities?
3. Are there any development resources or individuals you should connect your employee to?

Prepare for Coaching - General

1. What stage of his or her current role or career journey is your staff member at (e.g. just starting, early career, mid-way, late career, transitioning to another career or end of career--thinking about long-term career interests)?
2. Considering your employees' current circumstance and interest in career development, what topics would be most valuable for a coaching session? Are there others who could mentor/advise on specific topics?

Prepare for Coaching - Project

1. What stage of his or her current project is your staff member at (e.g. just starting, implementing, just completed and evaluating, thinking about long-term career implications)?
2. Considering your employee's current project stage, what topics/resources would be most valuable for assisting them to progress to the next stage? Consider referring to other colleagues or sources of expertise in the organisation.

Leading the conversation (questioning and listening)

- ☐ **Assess current situation:** Check in with your staff member about his or her current career aspirations or circumstances – don't **assume** anything.
- ☐ **Communicate openness and flexibility:** Communicate your and the organisations understanding that it is normal to have changing aspirations/circumstances.
- ☐ **Review alignment:** Help your staff member evaluate whether his or her future career plans align with his or her aspirations and goals or if they have shifted (either personal reasons or business changes) and whether current work assignments are fitting with their long term plan.
- ☐ **Raise alternatives:** Discuss other potential future career options for the individual that better align with his or her aspirations, if applicable.
- ☐ **Identify development objectives:** Work with your staff member to choose a development area to focus on until the next time you meet.
- ☐ **Plan development opportunities:** Agree on specific development opportunities in the near term (e.g. new projects, training, stretch assignments) and encourage them to organise required approval and book/schedule the activities with enough lead-time.