

Career Conversations Guide

Reflecting back on activities and outcomes from the “Who am I?” and “What do I want?” exercises, capture a few key points under each of the headings in Part A of this guide. Once complete, connect with someone that you would like to have a career conversation with (e.g. your manager, a mentor or career coach). Consider sharing a copy of this worksheet in advance so that they can be better prepared to have an effective conversation with you.

Note: If you are considering more than one opportunity, you may find it easier to repeat Parts A & B in a new worksheet for each opportunity.

Part A: Preparing for the Career Conversation		
My short term (2-5 years) career goals and aspirations are: •		
My long term (5-10 years) career goals and aspirations are: •		
A career development opportunity I’m considering is: •		
What motivates me at work? •	What are my overall strengths? •	Development options to close gaps and enhance strengths? •
What are some skills, knowledge or personal attributes gaps I might need to close in order to successfully pursue this career path? •	What are some steps I could take to begin addressing these gaps? How can my manager support me in these steps? •	What questions (if any) do I still have about the opportunity that I need my manager’s or mentor’s help in answering? •

Complete this section as an output of the career conversation. You can use this as a follow-up reference point to help you and your manager or mentor check on your progress and make adjustments as needed.

Part B: Having the Career Conversation
The career development opportunity I'm considering is: •
What actions do I commit to take to further explore or pursue this opportunity? •
What actions does my manager or mentor commit to take to support me? •
What are the expected outcomes from actions that were identified above? •
When will my manager or mentor and I meet next to follow up? •

Remember:

- Career development is a continuous cycle – you will need to monitor and adjust the plans you have made as you continue to explore and learn more about the career development opportunity / opportunities that interest you.
- Changes in your work interests, the discovery or development of new strengths, and changes in your priorities outside of work can all impact your career goals and aspirations. Take stock regularly to see if your career development plan still aligns with what is important to you. Schedule a career coaching session to discuss any changes and explore more options.