

Career Conversations

The following topics and questions can help you prepare for productive career conversations with a career coach, your supervisor or mentor. Use these questions to think about your current and future career needs. Try to identify the purpose of your upcoming career conversation. Preparing in advance will help make the conversation relevant and productive.

For identifying personal choices and preferences

- What you enjoy most in your current role?
- What is most important to you in your work?
- Which achievements mean the most to you?
- Why did you choose this area of work?
- What is the next major challenge you would like to take up?

For skills and knowledge

- What do you think you have done really well over the past few months/year?
- What skills have you developed and what new knowledge have you attained over this period?
- What do you see as your strongest areas of capability?
- How would you describe your strengths as a project/team member or manager?
- What additional skills and knowledge would assist you to meet the expectations of your role?
- What strategies do you implement to manage the competing priorities of your role?
- How flexible, open and receptive to new ideas, approaches and changing priorities are you?

For influencing others

- How will you build working relationships to share knowledge, solve problems and support others?
- Have you had any feedback from others on what you do well or could do better?
- How will you let others know what you are achieving?
- How will you promote your need for resources?
- How will you identify work relationships that may be able to assist you?

For career goals

- What skills would you like to develop? Why?
- What goals do you have for your future?
- What are you doing now or need to do in order to achieve these goals?