



Guidance & templates

Having productive Career Conversations can help you to define your career aspirations, focus your attention on where to develop and gather further support and guidance. In this section, you can find out more about how to prepare for Career Conversations, what structures you could use and how you can make actions happen.

Getting Yourself Ready:

Before the Meeting

You want to go into these meetings well prepared to have a productive careers conversation, so you'll need to spend some quality time thinking about where you want to focus your attention.



Do Your Research

Read the Career Moves Guide and complete some of the relevant activities included in this workbook. This will make sure you are well informed about the College's approach to Career Moves and how your career aspirations fit within this. You might also want to research what roles are currently out to recruit in the College – you can find this information [here](#).

Be Prepared

Spend some quality time wondering and considering what you want to talk about, the areas you'd like to focus the conversation on and what type of support you might like to gain from your manager.



The Heads Up

To have a great conversation, both you and your line manager need to be prepared. We recommend you give your manager the heads up and tell them in advance that you'd like to talk about careers in your meeting. It can be helpful to share some brief notes about what you've thought about already, where you'd like to focus and/or what you've done so far. This will mean your manager has time to consider how they can best help you and will lead to a productive conversation.

Preparing for My Meeting Template

Ready?

My research

e.g. I've read the Career Moves Guide and completed the "My Strengths" activity in the workbook. My career aspirations are to make a LADDER move from my current role. I've looked on the recruitment pages and there aren't any available roles in my area at the next level up. I also know that I need to develop my excel skills before I am ready to apply for a role when it comes up. I'm considering looking for a GRID option where excel is a bigger part of the job.

My preparation

e.g. I'd like to talk through my future career aspiration and about what GRID opportunities might be suitable for me to investigate further. I'd also like to gain my manager's insight into "My Strengths".

My heads up

e.g. I've spoken to my manager and explained that I'd like to have a careers conversation in our next 1:1. I'm now going to email them, sharing some information from my research and preparation with a suggested agenda.

After the meeting:

It can be helpful after the meeting to summarise what was discussed and what will happen next.

Action planning template

What am I looking for?

Who might fit the bill

How might we get connected?

What am I hoping they can offer?

How to have a productive conversation

Key Elements

There are six key elements to having a productive conversation about your career.

1 Focus

Make sure you have the focused time set aside to have a focused conversation on your career. It's best to be free of the operational side of work, so put away your "to do" list and make sure any urgent or pressing work requirements are completed before you meet. Try to avoid being interrupted and, most importantly, put your electronic devices on silent and out of sight.

2 Environment

You should choose an appropriate place to have the meeting. Conversations about careers are often best located away from your desk / office and in place where you can have an open conversation in a relaxed way. It could be in a meeting room, at one of the cafes on campus or even as a walking meeting (great for your wellbeing too!) go with where you both feel comfortable.

3 Share

It's important that you are open to sharing your career aspirations with your manager. This means being open about your career journey so far – not just what you've done, but how you felt about the roles, what you have enjoyed, where you excel and what you've found challenging. It's also important that you share where you believe your strengths and development areas are.

4 Ask

Be ready to ask your manager questions to help draw out their insight. It can be fascinating to start with asking them to share their career story. You might want to prepare a few questions in advance so that you can focus on the critical areas where you want to gain their insight.

5 Listen

You will need to listen to the thoughts, perspectives and feedback that your manager shares with you. Be prepared for them to challenge your thoughts and expand your thinking. They may also help you identify gaps or challenges you didn't know about and have advice about what you could do, who you could talk to and where you could focus your attention.

6 Take note

As with all meetings, it can be easy to forget the key things when you leave the room. So take a pen and paper with you and make some notes as you go through.

How to have a productive conversation

It can be helpful to use structure within a meeting about careers. The GROW model is often used in coaching and it can help you put your career conversation into a structure. Within this model you can look at how to share your career aspirations, considerations and plans as well as gain perspective, feedback and support from your manager.



Here are some examples of what you could **SHARE** and **ASK** within the GROW model structure:

	SHARE	ASK
Goal	Share where you see yourself heading in your career. You may have a really clear pathway, or you may simply have a rough idea of where your career aspirations are headed.	Ask for feedback from your manager about their perspective on your career aspirations.
Reality	Share your career story so far and where you are now. You can talk about where you think your strengths are, what you might need to develop to enable you to move towards your career aspirations.	Ask your manager to share their career story so far. Ask them to give you their perspective on your strengths and development areas.
Options	Share what you think your options might be, the research you've done on the options and where you think your preferences may be.	Ask your manager to share their perspective on the options you've come up with – are there any you've not considered to add into the mix?
Will	Share what your next action/s are going to be, including a timeline and how you suggest keeping your manager up to date on your progress.	Ask your manager how they can help and support you in your actions (e.g. introducing you to their network, considering training requests etc).

GROW Template

	I will SHARE...	I will ASK...
Goal		
Reality		
Options		
Will		