

## Career Development Leader Discussion Planner

Staff Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

This career development discussion planner is a resource for preparing for great career conversations with staff members. Learning about career interests, strengths, and ambitions and supporting their learning & development allows you to live one of the most important roles of a WSU leader - helping staff to grow and realize their fullest potential. Along the way, these discussions will also enable you to deepen relationships, create an engaging and inclusive work environment, and position WSU for success.

Three primary discussions or areas of focus are helpful when having career conversation/s:

1. A *look back* at staff member's unique strengths, interests, and career experiences
2. A *look forward* to career aspirations/goals
3. Insights on the development of a plan to learn more about desired role/s and preparation helpful

### Preparation Checklist:

Review the leader support resources for these ongoing conversations available at <https://hr.wayne.edu/oed>

Reference the [staff career development goals/planner template](#)

Determine a meeting cadence that works for you. This planner can be used for **dedicated discussions** (annually as part of Cornerstone's performance management process for those included in it or quarterly check in's perhaps), or as a tool for prompting thought-starter questions for mini career conversations (say 5-10 minutes) embedded into regular **one-on-one's**.

- Complete an **agenda** or discussion outline (see sample below). Two agendas are shared for edits - one to look behind on staff member's career experiences/interests and one to look forward to short and long-term career goals and development planning. These may be combined into one agenda for one dedicated meeting, or split into multiple agendas for ongoing discussions.
- Schedule discussion in advance
- Send meeting goals/suggested staff member preparation in advance
- Identify **questions** you'd like to ask to spark insight and ideas (see examples below)

## Sample Agenda

**Meeting Goal:** Learn about career highlights, unique strengths, past experiences and areas of passion.

**Your Goal as Leader:** Renew appreciation of what staff member has done/enjoys and observe themes/trends and share insights that could help staff member be aware of hidden strengths or clarify interests.

**Suggested Staff Member Preparation:** Come prepared to share career experiences using Section 1 of the [Staff Career Development Goal/s and Planner Template](#) as a guide. Note it can be helpful to do this regularly as new roles/responsibilities may influence your thoughts.

I.	<p><b>Review Career Experiences</b></p> <ul style="list-style-type: none"> <li>• What parts of your WSU job (and other roles where you did similar work) brought you joy? What kinds of work do you enjoy most? What would you do for free (if money wasn't an issue)? Why/tell me more...</li> <li>• What parts of your work would you love to do less often or minimize if it were possible? Why/tell me more...</li> <li>• What accomplishments do you feel most proud of? How do these reflect areas where you can add unique value?</li> </ul>	10-15 min (or more pending available time)
II.	<p><b>Discuss Themes &amp; Trends</b></p> <ul style="list-style-type: none"> <li>• What did you notice as ideas that came up frequently?</li> <li>• How have your interests and skills evolved over time?</li> <li>• What would you definitely want to seek out to do more of in the future? And less?</li> <li>• What do others frequently come to you for help with? How does that make you feel?</li> <li>• What would you prefer to be known for?</li> </ul> <p>(Add any observations as manager that you've noticed as well - posing questions or ideas for staff member to consider such as strengths you've noticed that weren't mentioned, unique areas of value that person brings to the team, and/or how skills/interests might align with current or future department needs)</p>	10-15 min (or more pending available time)
III.	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Identify if career development plan is of interest to individual - if not, perhaps sharing strengths with others to support their plan might be of interest?</li> <li>• Look ahead to the future with section 2 of <a href="#">Staff Career Development Goal/s and Planner Template</a></li> </ul>	5 min

## Sample Agenda

**Meeting Goal:** Learn about career goals, aspirations, and vision

**Your Goal as Leader:** Remain open to staff interests as input into ways to enrich their current role or job experience when possible, explore options for helping individuals to learn more about WSU possibilities, and support development plans

**Suggested Staff Member Preparation:** Come prepared to share career goal/s and development plan options using Sections 2-3 of the [Staff Career Development Goal/s and Planner Template](#) as a guide. Note it can be helpful to do this regularly as new roles/responsibilities may influence your thoughts.

IV.	<p><b>Review Career Aspirations, Goals and Vision</b></p> <ul style="list-style-type: none"> <li>• What's your definition of career success?</li> <li>• What's one new or different way you could use your greatest talent/s?</li> <li>• What kind of work do you want to be doing now and into the future?</li> <li>• What's one opportunity for growth in your current job that you'd like to seize right now?</li> <li>• What one lateral move might be smart to consider? Why?</li> <li>• Where is there synergy between your goals and the goals of WSU?</li> <li>• When you look at what might be possible in the future, what would you regret most not trying?</li> <li>• As you reflect on the kind of work you'd like to do more of... what jobs have you considered as ways to do this?</li> <li>• What do you know about these jobs? What questions do you have about them?</li> </ul> <p>(Reiterate your goals for a safe space to dream aloud. Be aware of your role as a guide, prompt for follow up's on questions, dig deep to ensure an understanding of goals. This is a time when the staff member should do ALL the talking...)</p>	10-15 min (or more pending available time)
V.	<p><b>Discuss Development Plan Options</b></p> <ul style="list-style-type: none"> <li>• What experiences might help you learn what you'll need to ready yourself for the future?</li> <li>• What new skills and tools will be essential for you to remain relevant and competitive?</li> <li>• What individuals would be helpful to talk with? This might be individuals doing the work sought or those who walked a similar path of growth whether internal or external to WSU...</li> <li>• How do business and industry trends affect what you might have in mind for your future?</li> </ul>	10-15 min (or more pending available time)

	<ul style="list-style-type: none"> <li>• How will what you are learning today help you move forward and toward your own definition of success?</li> </ul> <p>(Consider ways you could tap into your network to introduce the individual to others and broad ways of learning such as cross training, job shadowing, committee membership, leading a project, etc.)</p>	
VI.	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Determine a follow up date to reconnect on career development progress</li> </ul>	5 min