



You've been working hard and now it's time to take the next step in your career path. Meeting with your manager to discuss your development can be nerve racking but by following these steps you will be prepped and ready to receive the feedback you need. Then take the steps to put it into action.

Conversation Prep

- Identify the next role you are interested in or goal you hope to achieve. What appeals to you about the position/goal? What skills do you think someone needs to be successful in the role/goal?
- Determine your current role/capability strengths. What examples do you have to back up your assessment?
- Determine your current job/capability areas that could use growth. Where do you believe you need additional development?
- Consider what skills you believe you would need to be successful in the role you are interested in or in the goal you are looking to accomplish?
- Schedule a meeting with your manager and let them know you would like to discuss your career development. You want them to be prepared and have set aside time to meet uninterrupted.
- Prepare a list of questions you want to get feedback on from your manager. Such as where they think your strengths are or what additional skills, they believe you need to develop.

The Conversation

- Ensure you have prepared and brought your prep notes with you.
- Set the tone of the conversation. Begin the conversation by expressing gratitude for their time and insights and explain that you are looking for their advice and support in your development.
- Ask the tough questions, it may feel uncomfortable, but their perspective will provide you insight to your next steps.
- Explain your goals and ask for their feedback on what skills they believe you already have, and which skills need more development to achieve this goal.
- Listen carefully and without defensiveness. Your manager may view your skills differently, don't try to defend or explain, just take note, ask follow-up questions for examples, and say thank you for the feedback. This will give you time to digest and think through the information and remove the impulse to give an emotional response.
- Set short term goals to help achieve your long-term goal. Work with your manager to balance your current work with time to work towards your goals.
- Ask for the resources or support you need to work on your areas of growth or additional skills needed. That could be for permission/advice on additional available courses, a mentor in the position you desire, opportunities to shadow on projects and tasks.
- Set a follow up meeting to continue the discussion where you will cover progress, updates, and next steps.

Follow Up Actions

- Compile your notes and action plan while the information is fresh. Keep this information somewhere easy to access.
- Send a thank you and recap email to your manager. Also, send the invite to the next scheduled meeting.
- Get started! You took the first step in moving your career forward, now it is up to you to take the actions needed to accomplish your goals. Make sure to dedicate time to your growth and track your progress.