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# Career Development Dialogue

## DEFINITION

Two-way learning conversations between you and your manager that address your developmental needs



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## What is a Career Dialogue?

### Opportunity for staff to ...

- Share thought process regarding development
- Understand dept/team goals
- Determine own goals and development strategies based on dept/team goals
- Get feedback and input

### Opportunity for supervisor to ...

- Learn about the motivations of their staff
- Share developmental feedback
- Communicate department/team goals
- Explore employee goals and work

### What is it not?

- A career counseling session
- Time for your supervisor to tell you what to do next with your career



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## In Preparation for Career Dialogue

- Think about the conversation you'd like to have with your boss.
- What outcomes do you want from the conversation?
- Are you ready to explain your current/future career direction? Do you need to do some self assessment or career exploration?
- How/when/where are you going to approach your boss about having a conversation?
- Have you anticipated challenges or supervisor concerns?
- Be prepared: Draft an Individual Development Plan (IDP)

# Individual Development Plan

<b>GOALS</b>	<b>SKILLS</b> (To be learned or developed)	<b>YOUR ACTION STEPS</b> (Training, other opportunities)	<b>RESOURCES NEEDED</b> (money, time, support)	<b>TIME FRAME</b> Start & Complete Times
<b>Short-range</b> (1 year) <i>Critical within present position</i>				
<b>Mid-range</b> (2 years) <i>Important for growth within present position</i>				
<b>Long-range</b> (3 to 5 years) <i>Helpful for achieving career goals</i>				



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## During the Dialogue

- Clarify the dialogue's purpose.
- Share your career goals, development activities ideas, and IDP form.
- Link your career dialogue to what is important to you as well as what is important to the team, dept, school, & University.
- Listen for feedback.
- Ask questions to clarify.
- Be willing to explore opportunities.
- Get suggestions on activities, resources, and tools.