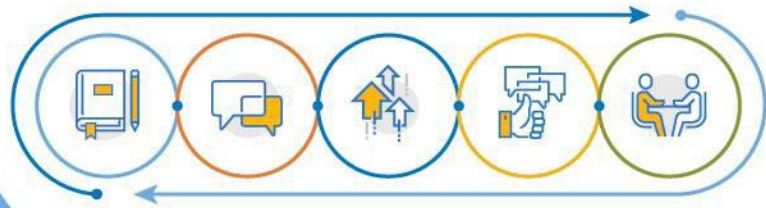


Career Development Conversation Planning Checklist

Career Development is the collaborative planning, conversations, and activities that an employee, supported by their manager, engages in to accomplish professional growth and goals. Employees can utilize this checklist to help with Career Development Planning and to better guide the Career Conversation with their managers.

- Write down your values and personal goals. Use myPerformance to define your Career Statement and select your Career Preferences to help guide the conversation.
- Answer the following questions that will direct your Career Development Conversation:
 - What are your strengths and what areas do you need to develop?*
 - What are the critical skills in your job and how would you rate your performance?*
 - What are the key issues driving the your team? How can you help to solve them?*
 - What is your current role in the team? How do you see that changing in the future?*
 - What are your short-term and long-term career goals?*
 - Which goal will position you best for the future?*
 - What opportunities have you identified for development within your own team and business?*
 - In what ways can you stretch yourself to increase your skills to make you more valuable to yourself and to the organization?*
- What specific actions are you willing to take in the upcoming year to achieve your Career Development Goals? What are some anticipated barriers that will prevent you from achieving your goals? What are some strategies to work around or overcome?
- List your accomplishments in the organization and the impact that they had.
- Be prepared to talk about what you do well and the feedback you are receiving from peers and clients.
- Know what's your expected outcome of the meeting? Be clear to communicate that during your meeting.



- Create an agenda based on your expected outcome from the Career Development Conversation with your manager.
- Schedule the meeting with your manager with a copy of the meeting agenda in advance so they too have time to prepare.
- Depending on how you want to drive the Career Development Conversation you may want to take the initiative and create Career Development Goals in myPerformance. Learn more with [this guide!](#)
- If this is new to you, do a dress rehearsal of your Career Development Conversation with your manager before the meeting to help prepare you, trying to anticipate your manager's responses and reactions. **Practice until you feel confident about driving this conversation.**