**Preparing for a Career Conversation**

**Guide for Staff member wanting a career conversation**

**Career conversations** can happen at any time but could be part of a 121 or clinical supervision session, as part of your appraisal, or just at times when you feel you are ready to take the next steps in your career. Perhaps you want to develop and strengthen skills in your current role or are thinking about progressing to a more senior role.

Before you have a career conversation, here are some questions to get you thinking. It is ok if you don’t know the answer to these. But it is useful for you to think about what you want to get out of the career conversation before you meet with your manager or supervisor or whoever you choose to have the career conversation with you.

* What are you hoping to achieve?
* How would you describe your current situation?
* What steps have you already taken?
* What are your options?
* What support will you need?
* Have you had a look at the resources on OneHR and explored some of the links to websites with ideas and information?

**SWOT Analysis: Complete this self-assessment before you have your career conversation.**

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| **Strengths**- Think about the areas where you feel competent and have strong transferable skills. | **Weaknesses**- Think about the areas where you want to develop your skills/ experience. |
| **Opportunities**- What ideas have you had about how you could develop your skills and experiences? | **Threats**- What are the barriers? What is holding you back? |

This can now be discussed in your appraisal meeting.