**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? |

Once you have completed the first page of this template, let your manager know that you would like a career conversation and that you have done some preparation.

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**Guidance for Manager**

If you have a member of your team that has shown interest in their career development, or where you have uncovered hidden talent, then do discuss this in your regular conversations.

If there is motivation to pursue, signpost them to complete the first page of this template (if not already completed).

Arrange a suitable time for further discussion. Remember, this is not a formal process but has been designed to help the staff member self-assess and start to think about their options.

**During the discussion**

Ask the staff member to talk you through their SWOT analysis and what ideas they have about their career development.

You could use the questions below to guide the conversation.

* What do you look forward to when you come to work each day?
* What do you like most or least about working here?
* What are you most passionate about and what do you find most rewarding and energising?
* What part of your job is most challenging?
* If you could change something about your job, what would that be?
* What would make your job more satisfying?
* What talents are not being used in your current role?
* What motivates (or demotivates) you?
* What can I do to best support you?

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| Summary of Discussion: (Manager could make some notes here) |

**After the Career Conversation**

**To be completed by the staff member**

Thinking about what was discussed with your manager, it is now time to put this into action. Record your thoughts here (and add them to your development plan in your appraisal).

You can then track you progress and discuss with your manager in your regular conversations.

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| My Career Plan Ideas | Details- what will I do? | When will I do this? | What other support will I need? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

There is further information, resources, and support on OneHR.

[Retention | oneHR (bfwh.nhs.uk)](https://www.bfwh.nhs.uk/onehr/recruitment/retention/)

[Workforce Education | oneHR (bfwh.nhs.uk)](https://www.bfwh.nhs.uk/onehr/placement-and-workforce-development/) (for apprenticeships / funded programmes of study)

**Good luck with taking your next steps.**