Growth Performance

CAREER DEVELOPMENT
CONVERSATION PREPARATION TOOL

Career Development Conversation Guide

A preparation template for having a focused, productive career conversation with your manager. Most career conversations fail because neither person is properly prepared.

How to use this: Complete sections 1 to 3 before the conversation. Complete sections 4 to 6 during or immediately after. Share relevant sections with your manager in advance if the relationship and context make that appropriate.

SECTION 1: BEFORE THE CONVERSATION

WHAT I WANT TO ACHIEVE FROM THIS CONVERSATION (BE SPECIFIC)

MY IDEAL OUTCOME (IF THE CONVERSATION GOES AS WELL AS POSSIBLE)

WHERE I AM NOW (CURRENT ROLE, HOW LONG, WHAT'S GOING WELL, WHAT ISN'T)

WHERE I WANT TO BE (IN 1 YEAR AND IN 3 YEARS, BE AS SPECIFIC AS POSSIBLE)

MY STRONGEST CONTRIBUTIONS AND WHAT I AM MOST PROUD OF IN THE LAST 12 MONTHS

SECTION 2: THEIR PERSPECTIVE (BEFORE THE CONVERSATION)

Thinking about your manager's likely perspective before the conversation helps you prepare for what they might raise and positions you as self-aware and thoughtful.

WHAT I THINK MY MANAGER VALUES MOST ABOUT MY CONTRIBUTION

WHAT THEY MIGHT SEE AS MY DEVELOPMENT AREAS OR LIMITATIONS

WHAT CONSTRAINTS THEY MIGHT BE WORKING WITHIN (BUDGET, HEADCOUNT, STRUCTURE)

SECTION 3: WHAT I WANT TO RAISE

DEVELOPMENT OPPORTUNITIES I WANT TO DISCUSS

1. _____
2. _____
3. _____

MY OPENING STATEMENT (HOW I WILL START THE CONVERSATION)

THE ONE THING I MOST NEED TO HEAR THEIR VIEW ON

POTENTIAL OBSTACLES OR OBJECTIONS I ANTICIPATE AND HOW I WILL RESPOND

SECTION 4: COMMITMENTS (DURING/AFTER THE CONVERSATION)

COMMITMENT	WHO OWNS IT	BY WHEN

SECTION 5: REFLECTION (AFTER THE CONVERSATION)

WHAT WAS AGREED AND WHAT I AM WALKING AWAY WITH

WHAT SURPRISED ME OR WHAT I WANT TO THINK MORE ABOUT

MY NEXT STEP AND WHEN I WILL TAKE IT

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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