

MASTERING CAREER CONVERSATIONS

QUICK TIPS FOR SUPERVISORS

BEFORE CONVERSATION: PREPARE!

Prepare Proactively

Initiate career conversations. Don't wait for your officers to bring it up.

Prepare Differently

Focus on your officer's aspirations, interests and goals, not just regular work.

Prepare Ahead

Encourage your officer to use the GROW model for self-reflection.

DURING CONVERSATION: BE A CHEERLEADER!

Clarify Purpose

- Emphasise that these conversations are about long-term development, not evaluations of current job performance.

Be Curious About Officers using GROW Framework:

GROW Framework

Suggested Conversation Pointers

GOALS

Discover your officer's aspirations and interests, short vs long term goals

- What would you like to focus on and achieve today?
- What new competencies/skills do you want to learn or develop?
- What will you be doing in 3 years? Why do you aspire to take on this role?

REALITY CHECK

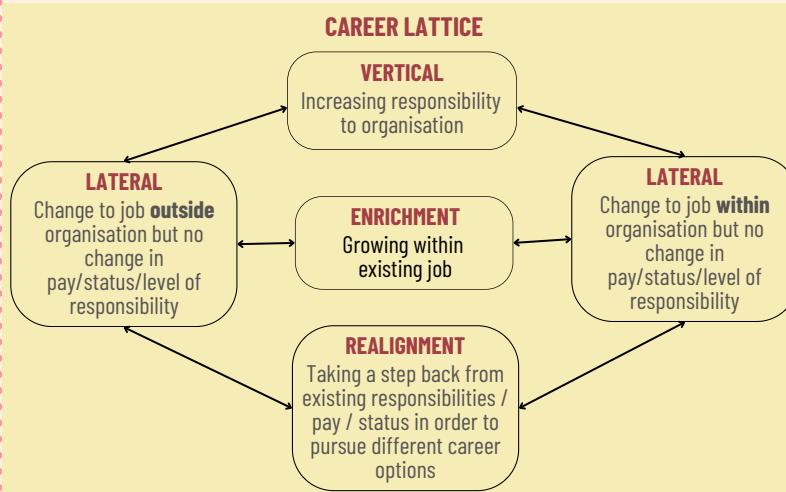
Help officers understand where they currently stand. Identify strengths, areas for growth & career lifecycle stage

- What is working well? What obstacles are you facing?
 - What competencies/skills do you need to do your job better?
- [If officer aspires towards a new role]
- What are the competency gaps that you need to develop for the role of interest?
 - What are some soft skills you need?

OPTIONS

Explore experience, exposure, and education for growth

- What do you think you need to do next?
- Using a career lattice, what are the potential career moves?



- What are the programmes and courses available that you need to close the competency/soft skill gaps?

WAY FORWARD

Develop a realistic action plan following the 70-20-10 learning model for the next one year

- What are your next steps based on the 70-20-10 model?
- How can I support you in your development?

70-20-10 Learning Model

- 70% On-the-job experiences and challenges
- 20% Learning through developmental relationships and conversations
- 10% Courses and training

TIP!

SMART Goals

- Set goals that are Specific, Measurable, Actionable, Relevant and Time-bound

AFTER CONVERSATION: CONNECT, CHECK IN, CELEBRATE!

Connect

Introduce officers to development opportunities!

Regular Check-Ins

Periodically review their progress and plans.

Celebrate Wins

Motivate them by celebrating small victories!