

## HOW TO PREPARE FOR SUPERVISORY CONVERSATIONS

### INFORMATION FOR STAFF

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#### PREPARING FOR A CAREER CONVERSATION

An annual career conversation creates space to think about how your day-to-day work fits into your hopes for your future. Use the following questions below to reflect and prepare.

1. How might I grow in confidence and competence in my current role? If I'm currently competent in my role, how might I grow in expertise or prepare for a future role?
2. Related to my career, if I could be anything or do anything, what would it be?
3. What hopes do I have for my future professional life?
4. What are my strengths?
5. What are my values?
6. What roles am I interested in doing?
7. Are there other parts of the organization that are of interest to me? Which ones and why?
8. What other options am I considering in my career?
9. Write down what comes to mind and be as specific as you can.