



Career Conversations with Managers Worksheet

Prepare for a productive career conversation with your manager, including prioritizing what is beneficial to your goals, your manager's, and the company's. Propose implementation steps.

Specific Career Goals You Want to Discuss with Your Manager

To articulate and prioritize your career goals, please review the CareerWow! videos focusing on Strengths & Talents, Vision & Values, Passions & Interests, Creating Career Options (Segments 2, 3, 4, 5).

1.
2.
3.

Win-Win-Win Outcomes

How will these developments benefit you, your manager, and the company. Think about ways that these developments will help save money, make money, improve quality, and / or improve image.

1.
2.
3.

Proposed Implementation Steps

What initial steps can you take to move things forward? Consider classes, trial periods, starting projects.

1.
2.
3.



Career Conversations with Managers: Handy Scripts!

The following scripts may be used to set up, execute, and follow up on career conversations with your manager.

What to Say to Your Manager to Set Up Your Career Conversation

- “[Manager’s name], I’ve been doing some career planning, and I’d like to talk with you about some ideas I’ve had for developing myself further, while also improving my performance and value to you and the organization. Could we set up a conversation in the near future for this purpose? It should take about 30 minutes.”

What to Say During your Career Conversation with Your Manager

- “Thank you for making the time to meet with me.”
- “For my own career growth, and to increase my value to you and the organization, I’ve put together some goals and proposed development steps I’d like for you to consider.”
- “Here’s a copy of some ideas I’d like to discuss.” (Share your Career Conversations with Managers worksheet, and talk through the items in each section)

How to Propose Some Next Steps

- “Do you have any comments or questions on what I’ve just presented?” Listen and respond appropriately. Potential responses:
 - “Hmmm...that’s helpful to know”
 - “Great input. I’ll factor that into my planning.”
 - “Please tell me more.”
 - “I’ll need some time to digest that information.”
 - “Could we try a few of the steps I’m suggesting for a short while, to see how things go?”
 - “When could we talk again in the future?”

Remember, your boss may need some time to think through your proposal, and to make plans to support you. A “No” answer may only mean “Not now”, so give it some time and ask to talk again.