

# Career Development Conversations: Tips For Managers

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To keep employees motivated, People Managers need to actively demonstrate to employees that their company is a place they can grow professionally. To do this, managers need to set aside time for career development conversations with employees to explore ideas and opportunities for their futures. Here are some tips for conducting career development conversations.

## As a manager, conducting career development conversations gives you the opportunity to:

- Demonstrate interest in the employee and their growth
- Align personal career aspirations with the future of the business
- Increase motivation and loyalty
- Uncover gaps in skills to better prepare them for future opportunities

## Before you have the conversation, consider the following questions:

- How motivated and engaged has this employee seemed lately?
- What are the greatest strengths of this employee?
- How do the employees' strengths fit with those of the wider team and business?
- How can the business support their development? (e.g. through training or mentorship)
- What opportunities are there for the employee in the next year, three years, five years?

## Some questions to ask the employee:

- What parts of your job do you enjoy the most?
- What parts of your job do you enjoy the least?
- In 5 years from now, where would you like to be in your career?
- What are your long-term professional goals? Why do these matter to you?
- What work are you doing in your current role that is most in line with your long-term goals?
- How could we help you work toward those goals?

Through having these conversations, you will have a better understanding of what matters to the employees you want to hold on to, and what you can do to motivate and keep them.



## Contact Us

Let's talk you through your needs and how we can best assist you.

Give us a call directly on one of our office numbers, or email us, and we'll get back to you quickly and responsively.

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