

	Supervisor	Employee
Pre- Conversation	<ul style="list-style-type: none"> • Create an environment of open dialogue and focus on building trust 	<ul style="list-style-type: none"> • Reflect on your career needs and interests
During Conversation	<ul style="list-style-type: none"> • Understand the employees career aspirations and interests • Highlight their strengths and discuss areas for development • Create a development plan and select appropriate development activities that would help the employee progress on their development needs 	<ul style="list-style-type: none"> • Be open to feedback • Share your career aspirations and interests • Indicate your preferred learning style i.e. through on the job learning, training sessions or through mentoring/ coaching
After Conversation	<ul style="list-style-type: none"> • Record Keeping: Supervisor and Employee to summarize the discussion and document it for future reference • Supervisor to encourage action and support employee in their development 	