

# Manager as the Career Development Coach



Increase the engagement of team members and company profits through successful career and development discussions...

Managers are the greatest work-based influencer in an employee's career development. A manager's knowledge, attitude, skills and approach to discussing career development can inspire a team member's:

- Productivity and contribution;
- Engagement with career development; and
- Connectedness to the organisation.

Today's managers are also responsible for the development of teams and individuals and this development includes career planning\* – but many managers don't understand how to successfully frame up and conduct a career development discussion.

The workshop exposes managers to a structured process for conducting the career development discussion with a team member – a discussion aimed at providing the team member with career development clarity, and the manager with valuable people development skills.

\* Business Services Training Package: BSB07: Australian Competency Standards  
Competency: BSBLED401A Develop Team and Individuals

## Who should attend

Any supervisor, team leader or manager of people who is responsible for the development of teams and individuals.

## Worklife International

Level 22, 201 Miller St. North Sydney  
NSW 2060 Australia

Website: [www.worklifeint.com](http://www.worklifeint.com)

Email: [info@worklifeint.com](mailto:info@worklifeint.com)

Phone: 61 2 8968 9368

Fax: 61 2 8968 9313

## Modules

### 1. The Career Journey

Career journey stages relate to an employee's needs, wants, and life stage, and impact connectedness to the manager and organisation.

- 1.1 Career Planning – an Overview
- 1.2 Competency Development
- 1.3 Feedback Mechanisms
- 1.4 Career Interrupters
- 1.5 Career Options

### 2. Career Planning and Development Framework

Analyse current workplace career planning and development support mechanisms and recommend support mechanisms, where appropriate:

- 2.1 A Shared Responsibility
- 2.2 Manager's Role in Career Development

### 3. Identifying Needs and Wants

Managers use superior communication and interview skills to assist employees develop the career direction:

- 3.1 Tools and Techniques
- 3.2 Your Interview Techniques

### 4. Leading the Career Development Discussion

The manager confidently conducts a career planning and development discussion:

- 4.1 The Discussion – an Overview
- 4.2 Logistics and Preparation
- 4.3 Preparing You
- 4.4 Conducting the Meeting
- 4.5 Constructive Feedback
- 4.6 Following Up

## Outcomes

As a result of attending this program, participants develop the following skills and knowledge:

- Taking career journeys;
- Linking competency standards and careers;
- Employee performance feedback mechanisms;
- Setting career development goals;
- Career interrupters and managing interrupters;
- 20+ career options for employees;
- Career resilience and self-reliance;
- Responsibilities in career development;
- Competencies for career development\*;
- Worklife's Career Development Process;
- Developing personal self-awareness;
- Interviewing skills for career development;
- Setting up meeting logistics;
- Preparing for career discussions;
- 5 steps to conducting a meeting;
- Giving and receiving feedback;
- Monitoring agreed career development actions;

## Facilitation

Face-to-face workshop.

## Duration

This workshop is presented over:

- One day; or
- Two days<sup>^#</sup>

<sup>^</sup> Convert this workshop to a full exploration of your manager's career desires. The two-day workshop includes Worklife career preferencing activities. Managers discover their personal career direction, enjoy a one-to-one mini debrief with a career coach, and learn the skills to support team member growth.

<sup>#</sup> Fully complete the career exploration experience for your managers with a one-hour, one-to-one career coaching session following the two-day workshop.