READY-TO-USE TEMPLATE

A Career Development Conversation With Choice

A development conversation that connects the person's interests with useful opportunities and support.

40 minutes | Career development conversation agenda

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Before you meet

Share the invitation without requiring a career plan.

I would like to hear what you want to learn or have more room for. You do not need a five-year plan. We can explore work you enjoy, something you want to get better at, or a direction you are curious about. Staying and deepening your craft is a valid direction too.

0-10 min · Start with experience

Use concrete moments instead of labels about potential.

When have you felt engaged or useful recently? What part of that experience mattered? What would you like more or less of? Is there something you want to try that your current role does not make room for?

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

10-22 min · Explore possibilities

Separate the person's interests from the organization's needs, then look for overlap.

What capability or experience would you like to develop? What opportunities exist here? What is missing or constrained? What would you want to understand before choosing? Ask permission before offering your view.

22-32 min · Choose a small opportunity

Avoid assigning unpaid extra work as the default development plan.

Practice or opportunity:
Why they want to try it:
Time we will protect or work we will remove:
Support, access, or feedback needed:
What would count as useful learning:
How they can decide it is not a fit:

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

32-40 min · Agree the next step

Do not promise promotion or opportunities you cannot authorize.

Their chosen next step:
My commitment:
What needs another person's agreement:
What I will verify before promising:
Review date:
What remains open:

At the review

Learning can change the direction.

What did you discover about the work and about what you want? What became easier? What conditions got in the way? Do you want to continue, change direction, or pause? What will I do differently to support that choice?

The thinking behind it

People are not a pipeline of future roles. Development should expand meaningful choices and give the person a voice in the direction.

Read When Mattering Isn't Enough by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

Am I supporting their growth or recruiting them into my preferred version of success?