

Supporting Staff Career Planning

Lunch Box Session for Supervisors of Professional Staff

Today's session will cover:



Benefits of career planning for staff



Resources and support



Preparing for a career planning conversation



Helpful tips



Benefits of Career Planning for Staff

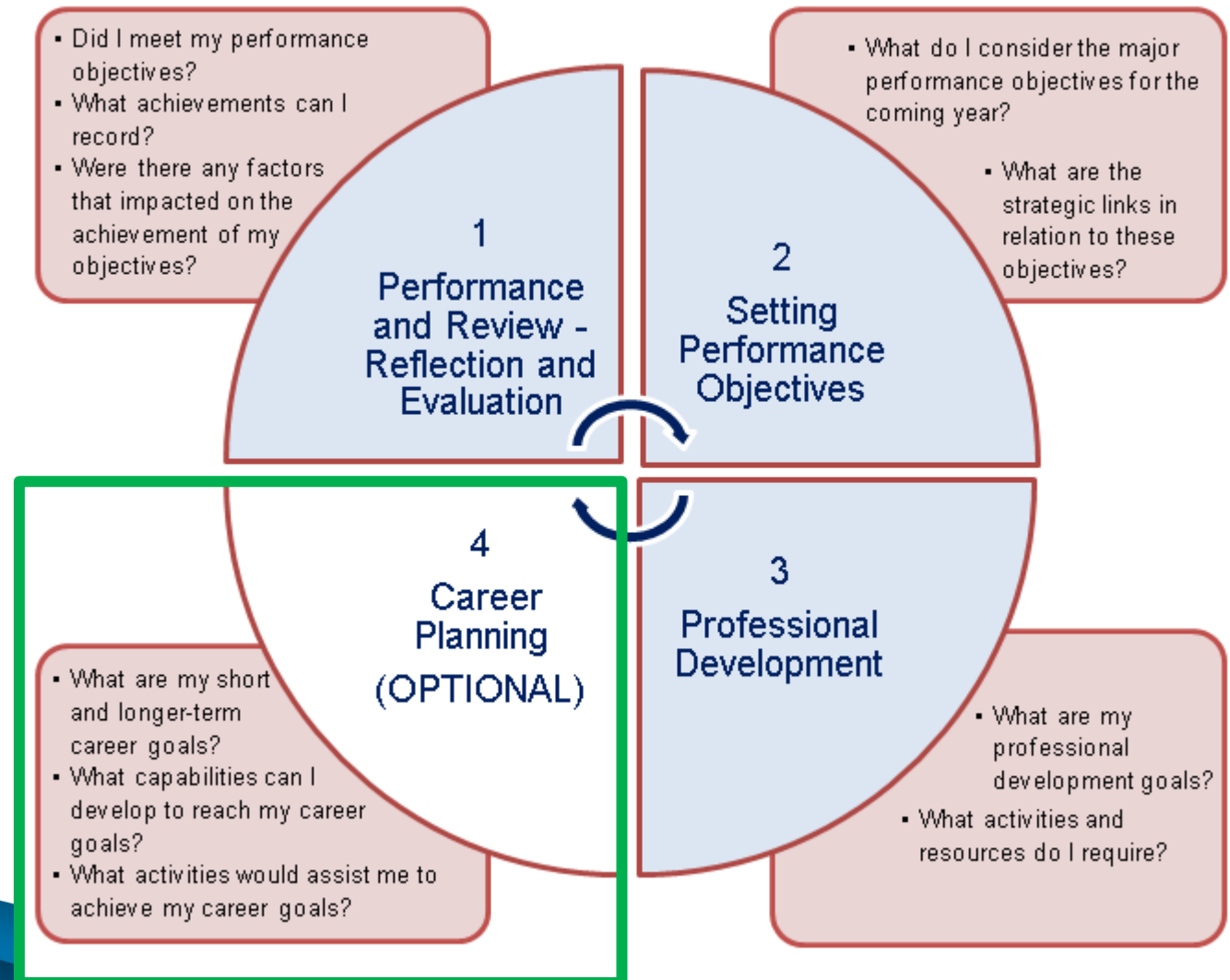
Career planning helps staff to own the progression of their career through a guided process that encourages:

- ✓ Reflection on and identification of career aspirations
- ✓ Identification of opportunities for development and knowledge growth
- ✓ Strengthening of skills and capabilities for future roles
- ✓ Working to a clear plan and reflection on progress

Career Planning Process

While career planning can be done at any time, it often tends to follow a PRP conversation.

An optional career planning step is built into the PRP process.



Career Planning Step by Step

STEP 1

Staff member reflects on their aspirations and complete a self-assessment exercise

STEP 2

Staff member initiates meeting with supervisor and prepares for the career conversation

STEP 3

Staff member and supervisor meet and discuss, staff member records career plan

STEP 4

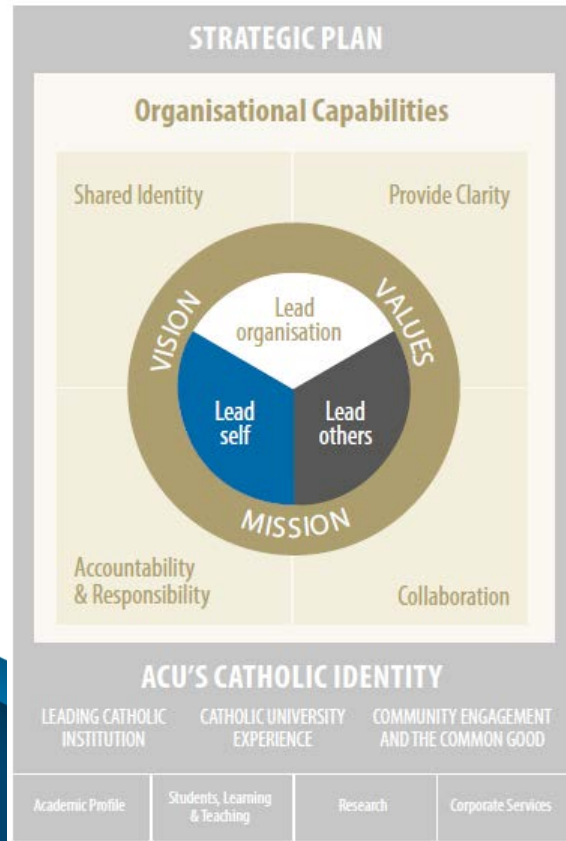
Staff member puts plan into action, refers back to plan from time to time to reflect on progress – and may check in with supervisor

How-to, resources and support

- **Recent enhancements to the PRP Form**
 - Part C of the PRP Form is an optional Career Plan
 - Completed by the staff member during or after the career conversation
 - Staff member records career goals, development needs/gaps, actions
- **Recent enhancements to the PRP Conversation Guide**
 - Appendix 2: Career Planning Self-Assessment for Staff
 - Appendix 3: Career Coaching Tool for Supervisors

How-to, resources and support (continued)

ACU's Capability Development Framework



The CDF can also help staff in career planning, by showing the expectations and behaviours at the different achievement levels.

This can assist in understanding what is expected in potential future roles, and in identifying development activities with supervisor guidance.

More information on the CDF can be found at:
www.acu.edu.au/CDF

How-to, resources and support (continued)

Career Planning Self-Assessment:

(Conversation Guide for Staff)

Past	Responses
1. What roles have I enjoyed in the past? <i>(E.g. Administrative, Executive Support, Project Role)</i>	
2. How has my skill set changed from my early career? <i>(E.g. moved into Management/Leadership)</i>	
Present	
3. How well am I performing against current performance objectives? What are my development areas?	
4. How would I express my value to the organisation? What are my greatest strengths?	
5. What parts of my job would I like to do more frequently?	
6. What job areas am I interested in? In which other areas or projects in ACU could I contribute and add value?	
Future	
7. What are my aspirations? <i>(E.g. What do you want to accomplish and why?)</i>	
8. Where do I see myself in 2 to 5 years?	
9. In which areas of growth or change in the University could there be opportunities that might interest me?	
Gaps	
10. How do my strengths and development areas fit with my career aspirations and potential role opportunities?	
11. What do I need to do to achieve my career aspirations?	

How-to, resources and support (continued)

Career Coaching Tool for Supervisors:

(Conversation Guide for Supervisors)

Questions to Consider	Responses
<p>GOAL – <i>The end point the staff member wants to achieve</i></p> <ol style="list-style-type: none"> 1. Are the career goals nominated by the staff member SMART (achievable and time-bound?) 2. Are there career goals the staff member has not considered? 	
<p>REALITY – <i>Where the staff member is now</i></p> <ol style="list-style-type: none"> 3. Where is the staff member now? 4. What are the current issues and challenges? 5. How far away is the staff member from their goal? 	
<p>OBSTACLES/OPTIONS – <i>Obstacles stopping the staff member from achieving their goal(s) and different options/ways to deal with them</i></p> <ol style="list-style-type: none"> 6. What are the obstacles stopping the staff member from achieving their goals? 7. How could the staff member identify different options to deal with the obstacles? 	
<p>WAY FORWARD – <i>Necessary action steps to meet the staff members goal(s)</i></p> <ol style="list-style-type: none"> 8. Has the staff member identified activities or action steps? 9. Are there other options e.g. projects, opportunities for growth I could suggest? 10. What activities can be supported by ACU? 	

How-to, resources and support (continued)

Career Plan:

(PRP Form, Part C)

Career Aspirations

What do I want to accomplish and why?

Career Goals

What are my short term career goals? (up to 2 years)

What are my long term career goals? (2 to 5 years)

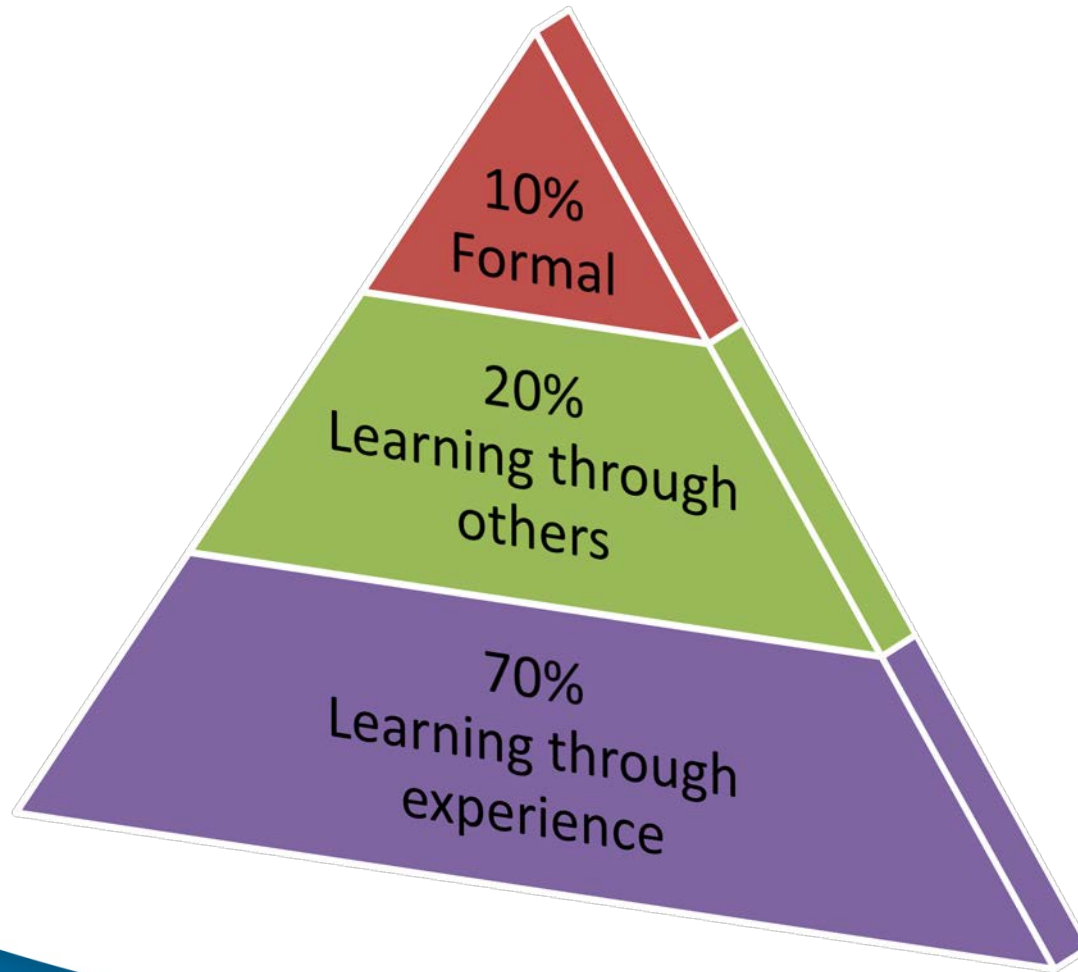
Gaps

What knowledge/skills do I need to strengthen/develop to help me in reaching my career goals?

Actions

What do I need to do to achieve my career goals?

Adult learning model: 70:20:10



Preparing for a career conversation

- Prepare for the conversation by reflecting on the Career Coaching Tool for Supervisors
- Provide constructive feedback using specific examples/options
- Be a good listener and provide examples of your experiences
- Assist staff to accelerate learning through:
 - Projects/secondments/cover for others whilst on leave
 - ACU Professional Development Program
 - External Courses
 - Mentoring opportunities
 - Encourage your staff to read up on what is happening in the sector / subject matter

Some Career Coaching Web Resources

- Helpful online Videos
 - [Coaching and the GROW Model](#)
 - [The GROW Model in Action](#)
- GROW Model Questions
 - [List of additional coaching questions for GROW Model](#)

Final Comments

- Familiarise yourself with *PRP Conversation Guide for Supervisors and the new tools*
- Be open to having a career conversation with the staff member if initiated by them
- Provide realistic feedback and expand options if needed
- Take an active interest in their progress



Any Questions?

(Also contact the HR Advisory Service on x4222)