TEMPLATE 2

Career Development One-on-One

PURPOSE: *Run a dedicated, longer conversation about where an employee wants to go and how you will help them get there; use it quarterly, separate from the weekly one-on-one.*

Employee: *Enter name*	**Manager:** *Enter name*	**Date:** *MM/DD/YYYY*	**Duration:** *60 min*

CURRENT STATE

What do you enjoy most about your current role?

What energizes you? What drains you?

What are you learning? What do you want to learn?

FUTURE VISION

Where do you want to be in 1 year? 3 years? 5 years?

What does success look like for you?

What kind of work do you want to be doing?

What role or level are you working toward?

SKILLS & DEVELOPMENT

What skills do you need to develop for your goals?

What experiences would be valuable?

What's the gap between where you are and where you want to be?

ACTION PLAN — DEVELOPMENT GOALS FOR NEXT QUARTER

Development goal	First step	Target date

RESOURCES & SUPPORT

Resources/support needed	*Training, mentoring, stretch assignments, exposure, time*
How I can help	*Specific commitments you are making as their manager*

FOLLOW-UP

Next career conversation	*Date in 3 months*

Pro Tip: Do not let career conversations get squeezed out of weekly one-on-ones. Book this as its own meeting, and arrive with nothing to say until they have spoken first.