

DOBCEL Leadership Competency Framework Career Conversation one page reference guide

A REFERENCE GUIDE TO SUPPORT CAREER CONVERSATIONS
(This guide summaries the career conversation guide)



Purpose

The DOBCEL LCF Career Conversation Quick Reference Guide provides a simple structure and steps to follow to support meaningful career discussions focused on professional growth and development.

You can use this document during your conversation to help keep you on track.

1. **Set the Frame** Establish the context and purpose of the conversation, ensuring both parties are aligned on the objectives and process.
2. **Explore Current Practice** Discuss and review the current practices, identifying what is working well and what challenges are present.
3. **Reinforce Strengths** Highlight and affirm the strengths and skills of the individual to build confidence and recognise achievements.
4. **Identify Growth Focus** Determine areas for growth and development to focus on, setting the stage for actionable goals.
5. **Agree on Action** Collaboratively establish a plan of action with clear steps and timelines to support growth objectives.

Leader Mindset

Adopt a supportive and open mindset, being attentive to the needs and aspirations of the individual, while fostering a positive and constructive dialogue.

Outcome

The outcome of a successful career conversation is a strengthened understanding of current capabilities, clear identification of development areas, and a cooperative plan to achieve professional growth.