

Career Conversation Summary

Using the DOBCEL Leadership Competency Framework



This document is designed to capture key outcomes and action items from career conversations.

It supports professional growth, reflection, and alignment with the DOBCEL Leadership Competency Framework (LCF).

This works best when all sections are completed thoughtfully and collaboratively.

Participant Information

Employee Name and job title : _____

Leader Name: _____ **Date of Conversation:** _____

Summary of career aspirations (if relevant): _____

Focus Behaviours – aligned to LCF

List the 1–2 LCF behaviours discussed during your conversation.

LCF Behaviour 1: _____

LCF Behaviour 2: _____

Strengths identified – aligned to LCF

Highlight the strengths and effective practices recognised in your current role.

Growth Priorities

Identify specific areas for development that will have the greatest impact.

Agreed Actions

Outline practical steps to support your growth over the next 4–8 weeks.

Support and Follow-up

Clarify what support will help and when progress will be revisited.

Support Needed:

Review Date: _____

Resources to help

Leader Guide – read first

Quick Guide – use during conversation

Team Member Preparation – share with staff

Conversation Summary – record outcomes

You may find the self-reflection tool useful to assist in reviewing competencies and to consider your practice. The self-reflection tool also includes suggestions on how to further develop practice. You can access the self-reflection tool on the DOBCEL website - [DOBCEL Leadership Competency Framework](#).

Next Steps

Next Steps:

- Schedule a follow-up meeting to review progress on action items.
- Follow up meeting scheduled for _____
- Employee to actively pursue development opportunities and implement agreed action items identified.
- Leader to provide ongoing support and feedback.