# Stay and Grow Conversations Guidance

## What matters to you?

* How are you? What helps you to maintain your well-being?
* What are your key strengths? *[when others describe your strengths or tell you you’ve done something well, what kinds of things do they say? What else would you include?]*
* What is important to you in your career and life?

## Career Experience & Aspirations

* Tell me about your career history and current role?
* When have you done your best work?
* If you had to choose, where would you say your focus is more depth, breadth or challenge?

1. *Getting better at what I do now – improving my knowledge, skills and deepening my experience [depth]*
2. *Trying/learning something new – perhaps by working in a new area or by expanding the types of things I do [breadth]*
3. *Increasing the complexity of what I do today or taking on additional responsibilities [complexity]*

*Explore the reasoning behind the choice, and the alignment to ‘what’s important to you’ and your strengths discussed.*

* Before this conversation, what future direction or roles did you have in mind?
* What other directions might you now consider?
* What’s stopping/blocking you?
* What will drive you to make steps forward?

## Context of your role

* What do you enjoy the most about the work you do? What do you look forward to at work?
* What are the best and most difficult things about your working environment?
* What do you feel would make your job or work more satisfying or rewarding?

## Opportunities for change

* If you could change one thing about your job, what would that be?
* If you managed yourself, what would you do differently?

## Support in role

* Do you feel able to do your job well? If not, what’s stopping you?
* What support are you getting that’s working well?

## Appreciation and value

* When do you feel most appreciated for what you do?
* Do you feel your job makes a difference? If not, what would help you to understand the impact it’s having?

## Development

* How do you feel you’ve developed in your role? What further development do you want or need?
* What skills or strengths do you have that aren’t being used in your role today?
* Would you like to have a further/broader conversation about further development and future careers?

### Your development plan and next steps: Create a career development plan for the next 6-12 months

* What are your short and long term objectives?
* What learning, experiences, skills and capabilities are required?
* Is there a specific area/skill you would like to develop?
* Who might be able to help you/what resources are available?
* What will you do after our conversation today to move this forward?
* What do I/you manager/others need to do? How can we ensure that this happens?
* When shall we check in again to help ensure this keeps moving forward?

### Record your reflections from this conversation and key aspirations/next steps in a simple plan.

Guidance is adapted from NHS Kent and Medway/ North Kent Training Hub

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# **Personal Career Development Plan Template**

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| ***What are some of the things that are most important to you about your work?*** | ***What goals do you have for your work and career?*** |
| ***What are your strengths?*** | ***What insights are you taking away from this conversation?*** |
| **Planned Development Actions** [Be specific and include a date/time when you’ll have taken each step that’s realistic but keeps you on track] | **What support do I need for the action and how will I get this?]**  [e.g. information, connections, time, resources] |
| 1. |  |
| 2. |  |
| 3. |  |
| **Next Review date** [and how will I make sure this happens?] | **Any reflections or insight** |