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## OBJECTIVE

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Career conversations are simply talks about someone's career, focusing on their long-term goals. When done right, they link a person's past - understanding who they are and what motivates them at work by looking at their life story - with their future - discussing the biggest dreams they have for their career peak.

### Preparation

- Gather information on past performance, feedback from peers and leverage our [Leadership Skills and Capabilities Model](#).

### Setting up the environment

- In-person: find a private space.
- Virtual: Ensure a quiet setting, minimizing interruptions.

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## STEP 1: EXPLORE LIFE STORIES – HELPS YOU IDENTIFY THE EMPLOYEES' CAREER VALUES

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The Life Story Conversation is a get-to-know you, timeline style conversation centered around an employee's life story; your goal is to uncover 5-8 'core values' — things your employee deeply values in their career - as evidenced by the decisions and pivots they've made.

- Can you share a bit about your background and what has led you to where you are today?
- What experiences in your life have been most influential in shaping your career aspirations?
- What are you most passionate about, and how does that relate to your career?
- Are there any hobbies or interests outside of work that influence your career goals?

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## STEP 2: TALK ABOUT THE FUTURE

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Let's now identify your employee's ultimate career goals. People change, and their dreams can change. This is why it's important to have regular Career Conversations.

- Looking ahead, how do you hope your career will evolve in the next 1, 3 or 5 years?
- How do you see your personal interests and experiences influencing your future career path?
- Are you open to exploring positions outside of the geography you currently work in? If so, what location?

These questions are designed to foster a meaningful conversation that respects the employee's personal journey while providing insights into their career aspirations. It's important for managers to approach these discussions with empathy, an open mind, and a genuine interest in supporting the employee's growth and development.

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## STEP 3: PLAN FOR THE PRESENT – CAREER ACTION PLAN

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With an understanding of the past and the future, you can now create a relevant and thoughtful action plan with clear owners and clear timelines. Yes, Career Conversations do take time, but they can occur in your usual 1:1 slot. And they will generate some of the most enjoyable and productive conversations you have as a leader.

Take an opportunity to review the [Leadership Skills and Capabilities Model](#) and determine what skills the employee should develop as they focus on their career aspirations. Encourage your employees to then input their development items into Workday to track progress and have continued partnership discussions with you as their leader.

Reach out to the [Talent Team](#) for any assistance.