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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
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Career conversation template

Name:

Date:

Organisation:

Role:

Your career conversation

This document is designed for you to complete prior to your career conversation with your manager. Your answers will form a core part of your career conversation and will provide your manager with the necessary insight into your career objectives and ambition for your future career.

The instructions for completion are summarised below.

Once completed and to further aid preparation, you may wish to share this with your manager/conversation host in advance of your discussion.

My current role

This section is about exploring your current role, first start by asking what you enjoy and what you don't enjoy about your current role, reflections on this will be helpful to understand what your next steps look like.

Next is to understand why you chose this role and how well you feel the role suits you as an individual. It's also important to note how fulfilled you feel within this current role and what could make a difference to this.

Lastly it's important to explore whether you feel you have the opportunity to grow within this current role and what steps can you take to achieve this?

My future career

This section will give you two options. The first option will be to complete the left-hand side of the form which refers to being content to stay in your current role or the second option is to complete the right hand side of the form which refers to wanting to move to another role at some point in the future.

If you are undecided, it might be advisable to complete both parts and discuss this further with your manager to explore your options.

The aim of this is to decide which path you would like to pursue and how to agree actions and next steps to support you on your journey.

My career development plan

This section provides space for you to summarise your current career goals. Remember, you're in charge of your career!

You can change your mind as often as you like and your readiness is determined not just by your capability and confidence to carry out a role, but also the extent to which a this works alongside your life outside of work at any given point in time.

This also encourages you to consider the next steps and actions you can take to make any changes you have identified and/or move closer to translating your aspirations into reality.

My current role

What do I enjoy most about my current role?	What do I enjoy least about my current role?

My level of fulfillment within my current role

Low / moderate / high

What three things would make me feel more fulfilled?

The opportunity that exists for me to grow further within my role

Low / moderate / high

Identify three things to help me develop in role

My future career

Currently I am content to stay in my current role



What would I like to achieve in my current role?



What support and development opportunities do I need to be able to achieve this?



What other considerations do I have in my life to consider to be able to achieve my goals?

or

I am considering moving to another role in the future



What roles am I considering in the future?
What is my motivation?



What timescale am I hoping to achieve this within?



What are my strengths to support this new career transition? What do I need to develop, and what other considerations do I have in my life to support this transition?

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Next

My career development plan

Short term goals

What are my career goals for the next 6-12 months?

My development

What learning, development or experiences do I need to be able to achieve my goals?



Long term goals

What are my long term career goals and aspirations for the next 2+ years?

My actions

What actions do I need to take to achieve my goals?

