

Fairview

Talking About Internal Career Development within Fairview Conversation Guide for Leaders

Purpose

To advance a culture of team member growth and development, a core function of a leader is to have aspirational conversations that help team members to grow within the organization.

Benefits of internal career development are:

- ✓ improved engagement through awareness of internal opportunities
- ✓ conversations that value the employee and are transparent in growth opportunities
- ✓ retention of talent
- ✓ overall pride in the organization

This guide is designed to help you have conversations with your team members about internal career development and professional growth within Fairview, including how to prepare for a conversation, what to ask, and what actions to take.

Tips for Setting Your Conversation Up for Success

- ✓ Be familiar with their most recent performance review, goals, and current projects.
- ✓ Remove personal feelings or judgments and focus on their development and future contribution to the organization.
- ✓ Be open to discussing their area of interest.
- ✓ Listen actively and maintain eye contact, be aware of tone and speed of speech.
- ✓ If you have any questions about developing internal pipelines, please reach out to your HR Strategist.
- ✓ Optional: Advance your skills as a leader by registering to attend the 90-minute webinar: Development Conversations. Learn more on the [OD&L webinars](#) page.

Talking Points and Questions to Guide Your Conversation

Talking Points	Questions
Discuss current skillset and areas for development.	<ul style="list-style-type: none">• What are your strengths?• What are some opportunities for development?
Inquire about their career aspirations and what career development means to them.	<ul style="list-style-type: none">• What does career development mean to you?• Where do you see yourself in 1 year? 5 years?
Ask about skills they're interested in developing or advancing.	<ul style="list-style-type: none">• What areas of professional development are you currently interested in growing?• Do you know what skills you need to develop your career at this organization?
Talk about how they want to develop their career and skillset.	<ul style="list-style-type: none">• How do you want to develop (e.g., job shadowing, stretch assignments, eLearning)?

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Action Planning and Next Steps

Near the end of your conversation, discuss actions that you and/or your team member will take. Example actions could include, creating a talent profile in Talent Connect, researching teams, exploring open positions, developing skills, or even job shadowing.

① Tip: Keep this conversation alive by scheduling your next meeting.

Action Item 1

Action Item 2

Action Item 3

Space for Additional Notes

Supporting Resources

- The [Career Opportunities & Transitions](#) Intranet page provides resources and guidance for team members looking to advance their careers at Fairview.
- The [OD&L website](#) includes a comprehensive catalog of learning opportunities, tools, and information related to engagement and development for leaders and team members.