

Our individual career path is lifelong and includes our experiences working and learning in different organisations. Employees report the top reasons for staying in a workplace as: meaningful work, a supportive management team, and career development and learning opportunities.

Finding the balance between the organisation's development needs and individual career development needs can be a challenge. Creating a plan to address both these needs, and sharing these responsibilities across the organisation, will make a positive impact on staff engagement and retention.

This *Workplace Career Development Checklist* provides a list of career development strategies and enquiry questions to reflect on what is going well and what could be improved upon in your Workplace. You may use it to reflect on your own responsibilities or to collate multiple reflections.

	Rate (✓)		
	Y	S	N
<p style="text-align: right;">Y = Yes, I agree. S = I somewhat agree. N = No, I do not agree.</p>			
Our Senior Leaders			
Are visibly committed to career development and learning			
Communicate a clear, inspiring vision of development and learning			
Act as role models, sharing their personal stories of career development and learning			
Have a sponsor or sponsors of career development initiatives within the leadership team			
Model having regular and meaningful career conversations with employees			
Share information on trends and developments that may affect career possibilities			
Set objectives for, and reviews the costs and benefits of, career development initiatives			
Our Managers			
Have the skills and confidence to have regular and meaningful career conversations with employees			
Model a positive approach to managing their own career development and learning			
Consider the talents and career aspirations of team members when allocating work			
Encourage employees to be proactive in their career development and learning			
Assist employees to build their reputation, profile, and network			
Stay well informed of opportunities for career development and learning for employees, both formal and informal			
Coach for performance and development including giving feedback on observed behaviours and demonstrated skills			
Our Employees			
Know their strengths and areas for development and how their role contributes to the purpose of the organisation			
Understand their responsibility for managing their career with the organisation's support			

	Y = Yes, I agree. S = I somewhat agree. N = No, I do not agree.			Rate (✓)		
	Y	S	N	Y	S	N
Seek out the support they need to develop and grow within the organisation and beyond						
Access current and accurate resources that support their career development and learning						
Prepare well for career and learning conversations with a manager, mentor, coach, HR professional or career practitioner						
Build their reputation, profile or brand, and network						
Create and initiate an agreed plan to achieve career development and learning goals						
Our Organisation						
Approach to career development and learning is inclusive and transparent, and recognises that everyone's journey is different						
Policies promote career development and learning for all employees						
Implements a performance management system that includes an emphasis on career development and learning						
Roles and responsibilities for career development and learning are clearly defined						
Employees have coaching and mentoring support to develop their capability						
Provides opportunities to gain experience such as through secondments, job shadowing, projects, and assignments						
Actively collects, assesses, and reports key demographic indicators regarding career development and learning						

Enquiry

Spend some time to gain insights from the completed Checklist. You may like to note any different terms used in your Workplace. It is important to acknowledge what is going well or has gone well recently, and to take a fresh look at possibilities for improvement. Identifying any success criteria will help to sustain current and establish new practices.

<p>From your perspective, what are the strongest factors currently? List and briefly state what makes each successful.</p>

From your perspective, which factors are a priority for improvement?

List and briefly identify what would be required for each, and how you might address each one.

For support to help you work out positive career development strategies for your organisation's future, contact The Career Development Company at connect@thecdc.nz