

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 in your workplace. You may use it to reflect on your own responsibilities or to collate multiple reflections.

	Y = Yes, I agree. S = I somewhat agree. N = No, I do not agree.	Rate (✓)		
		Y	S	N
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				
• 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 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				

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		Y	S	N
<ul style="list-style-type: none"> stay well informed about opportunities—both formal and informal—for career development and learning for employees 				
<ul style="list-style-type: none"> coach for performance and development including giving feedback on observed behaviours and demonstrated skills 				
Our senior leaders:				
<ul style="list-style-type: none"> are visibly committed to career development and learning 				
<ul style="list-style-type: none"> communicate a clear, inspiring vision of development and learning 				
<ul style="list-style-type: none"> act as role models; sharing their personal stories of career development and learning 				
<ul style="list-style-type: none"> have a sponsor or sponsors of career development initiatives within the leadership team 				
<ul style="list-style-type: none"> model having regular and meaningful career conversations with employees 				
<ul style="list-style-type: none"> share information on trends and developments that may affect career possibilities 				
<ul style="list-style-type: none"> set objectives for, and review the costs and benefits of, career development initiatives 				
Our organisation:				
<ul style="list-style-type: none"> supports an approach to career development and learning that is inclusive and transparent, and recognises that everyone's journey is different 				
<ul style="list-style-type: none"> implements policies that promote career development and learning for all employees 				
<ul style="list-style-type: none"> implements a performance management system that includes an emphasis on career development and learning 				
<ul style="list-style-type: none"> ensures roles and responsibilities for career development and learning are clearly defined 				
<ul style="list-style-type: none"> ensures employees have coaching and mentoring support to develop their capability 				
<ul style="list-style-type: none"> provides opportunities to gain experience such as through secondments, job shadowing, projects, and assignments 				
<ul style="list-style-type: none"> 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 success criteria will help to sustain current practice and establish new practices.

From your perspective, what are the strongest factors currently?

List and briefly state what makes each successful.

From your perspective, which factors are priorities 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