

Career Development Conversation Template

If you want to bring out the best in your team, you have to continually support their growth as employees — and as people. One of the best ways to do this is by having employee development conversations.

This manager's resource includes a list of development-focused questions you can ask during one-on-ones, as well as a worksheet for jotting down observations and next steps. To learn how Lattice empowers you to easily set growth plans for your team, schedule a [product tour](#).

Reflection

These questions give you and your direct report an opportunity to reflect on big-picture items, like strengths and weaknesses. While specific responsibilities or aspects of their role might come up, keep the conversation high level for now.

- What would you describe as your top strength?
- What is your biggest challenge or opportunity for improvement?
- In your view, how have you grown since working here?
- What accomplishments are you most proud of?
- Do you feel like you're being recognized for your contributions?

Current Role

This part of the conversation is where you can better understand how the above reflections fit into the context of your direct report's day-to-day.

- What is your favorite part of your role?
- What part of your role would you like to see transitioned or de-prioritized?
- What was the most challenging or frustrating assignment you worked on?
- Does your current role adequately tap into the strengths you shared earlier?
- Are there any ways I can better support you in your role?

Growth Planning

This is where you and your direct report will begin to map out potential growth areas and the next steps of their career journey.

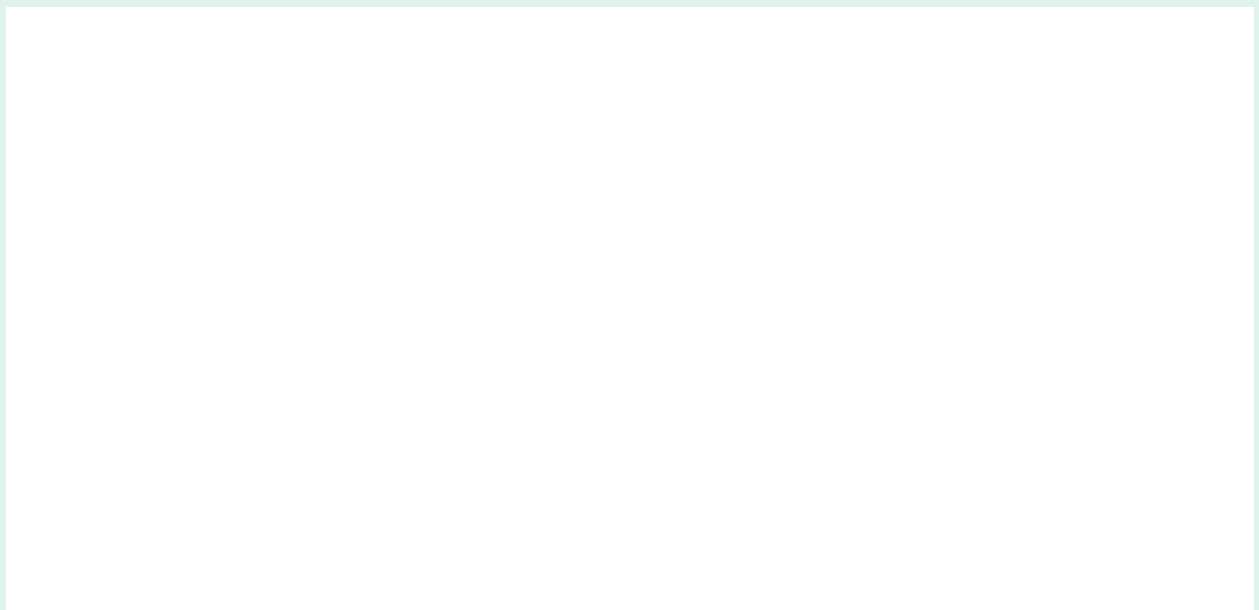
- What does success look like for you this year? What about over the next two years?
- What new responsibilities would you like to explore this quarter or year?
- What kind of work would you like to do more frequently?
- Are there other parts of the business you would like to learn more about?
- Are there any specific tools or software you'd like to learn how to use?
- Are you interested in any conferences or courses?

Career Development Conversation Worksheet

Your employee's development plan serves as a road map. It helps your employee figure out how to get from where they are to where they want to go, and helps you, as their manager, discern what steps you can take to help them get there.

Use the below worksheet to jot down observations and, on the following page, actionable next steps.

Manager Notes



Action Planning

Manager Commitments:

Employee Commitments:

Timeline:

Date of next development check-in: