Career Conversation Guide

This guide is to help managers and supervisors navigate effective and engaging career or professional development conversations with team members or mentees.

Exploring interests and direction

Recommended questions for managers

What do you most enjoy about your role?
What impact or outcome have you been most proud of and why?
What's one of your skills you'd like to use more?
What skills, knowledge or expertise are you interested in developing?
What's important to you within your next opportunity?
What would success look like for you in two years?
Five years?

Here are strengths I've noticed. Here are areas of development that might be important based on your interests.

Ways to Support Development

Thought starters for development planning

LinkedIn Learning
Northwestern staff workshops
Certificate and degree programs
Project involvement or leadership
Stretch assignment
Cross-functional project
Agreement to coach on a specific learning goal
Support time for affiliation group participation