

CAREER CONVERSATIONS: A GUIDE FOR LEADERS AND STAFF

The **Career Conversations Guide** is a simple tool to assist leaders and staff with career planning as the transition approaches. It guides you through a series of questions that help you to reflect on where you are now and where you might want to go. It helps you consider what actions, resources or activities you might need to get you there.

WHERE WOULD YOU LIKE TO GO?

1. What are your aspirations?

- What does the perfect role look like for you?
- What role do you see yourself performing in a few years' time?
- What have been your biggest achievements or learning opportunities in your current role?
- What do you value most in a job?

Consider factors such as: level of autonomy, work-life balance, flexibility, location, type of work, management structure, organisational values, how people collaborate, creativity, recognition and diversity of work tasks, influence of the position, salary, job security and stability and interpersonal relationships.

2. Where do you want to be?

- Continuing to work in the private bus industry?
- Continuing to work in Transport for NSW?
- Continuing to work in the public sector?
- New role or career in the private sector?

HOW CAN YOU GET THERE?

3. Where do you want to be?

- What are your most marketable and transferrable skills?
- What types of roles might they be transferrable to?
- What capabilities do you need for your next role?
- Who do you have in your existing network you can draw upon?
- Who do you need to make connections with?

4. If you are a leader, what is your leadership style and personal approach?

- How do you lead yourself and lead others today?
- What type of leader do you need to be in your next role?
- Who do you know that fits that profile and that you can learn from?

5. What are the three main development areas you have identified for yourself? How will this help you achieve your next career step?

SUPPORTING YOU THROUGH THIS CHANGE

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HOW CAN YOU GET THERE?

6. What development opportunities are available to me?

- Exposure to other teams, business units, or senior leaders
- Shadowing/observing someone more experienced as they work
- Stretch assignments or tasks in my current job
- Taking on new responsibilities or function in my current job
- Short-term project
- Short-term secondment
- Acting in another more senior or complex role

7. Training and education

- eLearning and online resources
- Research articles/keeping abreast of contemporary work practices and technology
- Classroom training/professional development workshops
- Tertiary qualification

8. Preparing for the future

- Update your resume and LinkedIn profile
- Application writing and interviewing skills
- Opportunity awareness — where and how to identify new roles or opportunities

9. How can I best utilise my networks?

- Setting up a formal mentoring or coaching relationship
- 360 degree feedback review
- Connect with an internal network
- Connect with an external network via Linked In or professional association
- Knowledge sharing and communities of practice

Need assistance?

- **One-on-One Career Conversations sessions** are also available for non-operational staff.
- To make a booking for you or your staff, or for further information contact:
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