# Review and Career Conversation Training for Managers

# AGENDA

## Date

# Venue

*This agenda should be used in conjunction with the accompanying slide deck, workbook and facilitator notes – Content can be adapted to suit local needs*

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| ***09:15*** | ***Registration*** |
| **09:30** | **Welcome, introductions and overview**   * Aims, agenda and housekeeping * Background, context and recap: Why talent management is important |
| **10:00** | **Review and Career Conversation Framework**   * Roles and responsibilities * Preparation – getting the best from the conversation |
| ***11:00*** | ***Break*** |
| **11.15** | **Building relationships**   * Enabling quality conversations * Exploring career stages and aspirations |
| **11:45** | **Assessing performance, potential and readiness**   * Using evidence to support ratings * Identifying and mitigating sources of error |
| ***12:30*** | ***Lunch*** |
| **13:15** | **Giving feedback**   * Useful models * Handling challenges and differences of opinion |
| **14:45** | **Goal setting**   * Defining achievable goals * Monitoring outcomes |
| ***15:15*** | ***Break*** |
| **15:30** | **Developing planning**   * Understanding development options * Managing expectations |
| **16:00** | **Reporting and Summing up**   * Reporting requirements * Reflections, next steps and Q&A |
| ***16:30*** | ***Close*** |