

# Review and Career Conversation Briefing for Staff

## Preparation Workbook



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**Activity 1- My performance**

Use this space for further reflection as part of your preparation for your conversation.

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| **What’s going well with my goals/objectives?** |
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| **What would make it even better?** |
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| **Which behaviours do I demonstrate most frequently?** |
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| **Which behaviours do I need to improve/I would value some support with?** |
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**Activity 2 – My career and development**

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| **What could I do to develop further in my current role?** |
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| **What I need to do to make development happen** |
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| **My future plans** |
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| **What I need to do to put these plans into practice** |
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**Activity 3 – My conversation**

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| **Date and time – when would be most suitable?** |  |
| **What location will be the best place for my review and career conversation?** |  |
| **What kind of leadership style and/or learning styles work best for me?** |  |
| **How will you know it has been a valuable conversation?** |  |
| **What challenges do you anticipate?** |  |
| **What preparation do you need to do?** |  |
| **What feedback am I expecting?** |  |
| **What kinds of development/support could help me achieve my objectives/fulfil my aspirations?** |  |