

# Confident Career Conversations

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Help your employees  
develop their careers  
one conversation  
at a time

One Day  
Workshop

Antoinette  Oglethorpe

DEVELOP LEADERS • DELIVER STRATEGY • DRIVE RESULTS

Improve the engagement  
and performance of  
your employees

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Retain and develop the  
leaders who will take  
your organisation into  
the future

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Help your people  
take ownership for  
developing themselves  
and the organisation



“

This was an excellent workshop thanks to the toolkit and its set of questions as well as Antoinette's expertise and passion!

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Jean-Luc Marcelin  
Programme Specialist  
United Nations  
Development Programme

# Engage, retain and develop your employees

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We know that people are the key to business success. Research shows that engaging and enabling employees boosts performance by 15-30%.

But the challenge is, while organisations want to maximize employee performance, employees want to maximise their career – and these goals are not one and the same.

The key to engaging and keeping your best people is to help them develop their careers in line with the needs of the business.

That relies on open, honest and effective Career Conversations.



# Career Conversations are courageous conversations

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Office politics. Egos. Challenging economic times.

No wonder both managers and employees can find it hard to talk about career development.

We all know it's good to talk.

But let's face it. Opening up a sensitive issue like career progression can weigh heavily on even the most experienced shoulders. Where should you start? What questions should you ask? How do you help employees develop their careers? How do you deal with some of the dilemmas that might come up?

Confident Career Conversations  
will give you the practical tools  
and skills you need.

# Here are just some of the challenges the workshop will help you address:

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## **“What effective tools can I use in career conversations?”**

You'll receive your own Career Conversation Toolkit and Application Guide to help you plan, prepare and hold effective career conversations.

## **“How do I provide insight without direction?”**

You'll learn how you can share your experience and wisdom without telling someone what to do.

## **“How do I structure a career conversation?”**

You'll learn the Career Conversation Model and the different stages of an effective career conversation.

## **“How do I support people who have been long-term in a role, who are happy in their role or who don't know what they want?”**

You will learn the variety of options available to support people with different ambitions and goals.

## **“What are effective questions to get an employee to think about their future?”**

Good career conversations depend on powerful questions. You will receive a set of thoughtfully conceived questions to provoke reflection and encourage employees to take ownership.

Senior Learning &  
Development Adviser  
Home Group

“

I really enjoyed the workshop.  
Career conversations has  
always seemed like something  
a “specialist” would do. Now  
I have some useful tools and  
techniques that mean I can  
do something that I think is  
important and worthwhile.

”

### **“Do I need to be an expert in coaching or career advice?”**

No. The toolkit will do the heavy lifting for you.  
You will learn what each tool is for, how to use it,  
when to pick it up and when to put it down.



“

The Career Conversation Toolkit has everything you need to have a useful review. I now have simple and helpful techniques that mean I can have these important conversations in a way that is productive and beneficial. ”

Rosa Scognamiglio  
HR Director  
JenaValve Technology



# Career Conversation Toolkit

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The Career Conversation Toolkit is a set of practical card-based tools, for managers, mentors and in-house coaches.

It allows you to:

- Have a meaningful career conversation in only 20 minutes without any complex process or paperwork.
- Help employees feel more positive and satisfied with their current role no matter what their ambitions.
- Encourage employees to identify development opportunities and take steps that will help them and the organisation.
- Have conversations that make employees want to stay with your organisation rather than go elsewhere.
- Have a flexible approach which means employees take ownership for their career development and you don't have to have all the answers.



# Confident Career Conversations

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## What you'll learn

### The role of Career Conversations in talent management

- The ABC of Talent Management
- Why you need to make a connection between employee ambitions and your business' needs
- Evidence for the importance of career conversations

### What makes a Career Conversation effective?

- Traditional vs. Solution-Focused approaches to career conversations
- Formal vs. informal conversations

### An overview of the Career Conversation Toolkit

- Why career management is like a journey without a sat nav!

# Learning to use the Career Conversation Tools

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## What you'll learn

### **Career Platform**

Help employees establish a solid starting point for the next stage of their career

### **Your Journey So Far**

Help employees identify what has helped them in their career

### **Future Success**

Help employees set their future direction

### **Career Checkpoint**

Help employees identify how their current role meets their needs

### **Career Kitbag**

Help employees recognise the skills and resources they have to develop their careers

### **Career Routes**

Help employees identify the full range of career opportunities available to them

### **Career Kitbag Additions**

Help employees define the extra qualities and resources they need to make progress

### **Short-Term Milestones**

Help employees voice the progress they would like to make

### **Setting Off**

Help employees commit to some first small steps

### **Progress Review**

Help employees reflect on and learn from their experience

# Confident Career Conversations workshop experience

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## Who will benefit from this workshop

- A manager who wants to have conversations to identify emerging talent.
- A coach who wants to add to their toolkit to help employees with career challenges.
- A mentor who wants to help their mentees develop their careers and realise their ambitions.
- An HR professional who wants to create a culture of career development within their organisation.

## What's included

- You'll receive individual coaching and feedback during the day as the workshop is limited to 12 participants, ensuring your individual needs are met.
- You'll take home your own Career Conversation Toolkit and Application Guide.
- You'll have access to a range of supplementary resources to help you with your Career Conversations back in the workplace.

Lorrae Davey  
HR and Finance Analyst  
United Nations Development Programme

“ I really appreciated the interaction, the reflection on careers and the toolkit. ”

## What others say

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“Very helpful, straight forward toolkit – enabled rich conversations and succinct discussions!”

“The workshop reinforced to me that career conversations are not linear. The toolkit gives opportunity for further exploration and opportunities.”

“Great to be reminded of the power of small steps – not big leaps!”

“The toolkit worked well for three different people at different places in their careers.”

“I had some fabulous conversations about a career issue. Thank you!”

Jennifer Brown  
Director of Compliance  
Prudential Financial (USA)

“

It was valuable  
to focus on how  
to define a career  
conversation so it  
focuses on growth  
and development.

”



# Workshop Designer and Facilitator

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## Antoinette Oglethorpe

Antoinette is a leadership development consultant, coach, speaker, and author of Amazon best-seller *Grow Your Geeks - A Handbook for Developing Leaders in High-Tech Organisations*. Her company specialises in developing leaders and leadership teams for fast-growth companies.

Antoinette has over 25 years' experience of developing leaders for companies like P&G, Accenture and Avanade. Her passion lies with coaching those in fast-growing, high-tech companies.

She believes developing leadership talent in organisations relies on connecting employees' career ambitions with the goals of the organisation. She is the creator of the Career Conversation Toolkit, a set of practical card-based tools for managers, mentors and in-house coaches.

Antoinette regularly speaks at HR and coaching conferences around the world. She has been a Chair at HR Vision, and spoken at CIPD conferences, the Association for Coaching and International Mentoring Association.



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# Get in touch

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Interested in finding out more about the  
Career Conversation Toolkit and Confident  
Career Conversations Workshop?

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