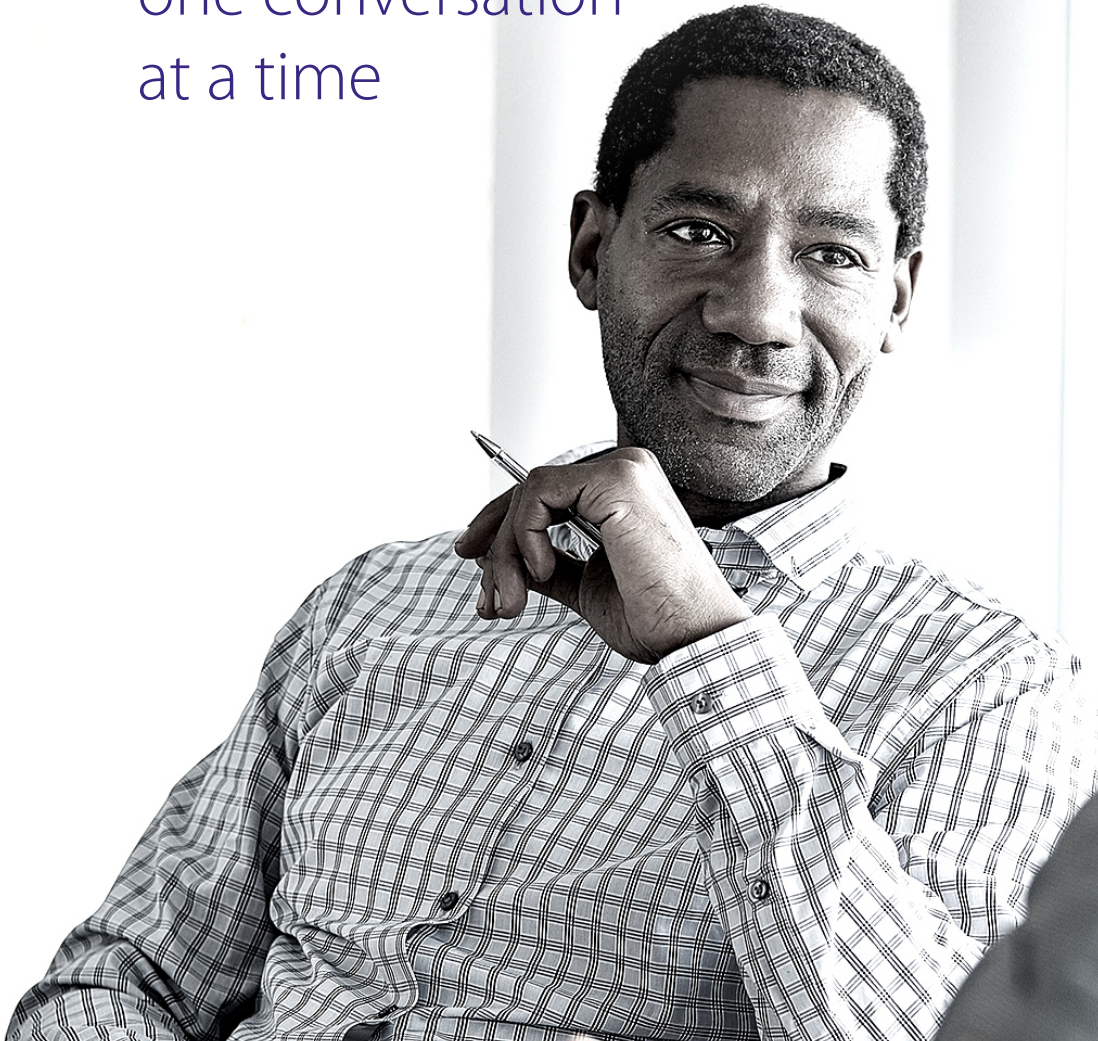


Confident Career Conversations

Help your employees
develop their careers
one conversation
at a time



Antoinette  Oglethorpe

DEVELOP LEADERS • DELIVER STRATEGY • DRIVE RESULTS

Improve the engagement
and performance of
your employees

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

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!

”

Jean-Luc Marcelin
Programme Specialist
United Nations
Development Programme

Engage, retain and develop your employees

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

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:

“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

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 so employees take ownership for their career development and you don't have to have all the answers.



Confident Career Conversations

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

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 Experience

Who will benefit from this Programme

- 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.

Delivery Packages

We offer a range of packages to meet the different needs and budgets of different clients.

- Face-to-Face Delivery. Our workshops provide practical tools and the opportunity to develop skills through practice. You'll take home your own Career Conversation Toolkit plus a range of supplementary resources to help you back in the workplace.
- Online Delivery. Our series of webinars provides an exciting opportunity to develop confidence in having career conversations via online learning. Covering the same content as the workshops, the webinar series allows access to the material from any geography or time zone.

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

“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.

”



Programme Designer

Antoinette Oglethorpe

Antoinette is an award-winning leadership development consultant, coach, speaker and author. She has over 25 years' experience in developing leaders for the world's most successful organisations – companies like P&G, Accenture and Avanade. She works with individual leaders, leadership teams and HR professionals.

Antoinette uses a solution focused approach to focus on the things that will have the greatest impact on performance. By helping to make progress in those areas, she inspires her clients to operate more effectively and deliver better results. In the past few years, she has supported multiple career management programmes or initiatives at international organisations in a range of sectors.

She was a contributor to the award-winning Virtual Career Labs at the United Nations Development Programme, which won two Fuel50 awards in 2017 as outstanding career management initiatives.

Antoinette frequently provides free resources to HR practitioners via her website. She speaks at events across the globe on subjects like the impact of mentoring and the importance of career conversations to engage, keep and develop leaders, among other talent development topics. She has recently launched a book called "Grow Your Geeks: A Handbook for Developing Leaders in High-Tech Organisations."

Get in touch

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

www.antoINETteoglethorpe.com
info@antoINETteoglethorpe.com
+44 (0) 7957 604783



facebook.com/AntoinetteOglethorpe



[@antoINETteog](https://twitter.com/antoINETteog)



uk.linkedin.com/in/AntoinetteOglethorpe

Antoinette  Oglethorpe

DEVELOP LEADERS • DELIVER STRATEGY • DRIVE RESULTS