# 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
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| **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
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| **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*** |