

# Preparing for a Talent Conversation

When preparing, ensure both you and your employee have planned and prepared well for the conversation by:

- 1 Ensuring you have familiarised yourself with the process.
- 2 Giving the employee this Talent Management Conversation guide in advance of the meeting, so they have full understanding of the process.
- 3 Giving the individual protected time beforehand to encourage them to reflect on where they think their potential sits within the context of the Talent Conversation Tool.
- 4 Considering and bringing wider evidence to support the discussion e.g. performance outcomes, 360 feedback from others etc.
- 5 Making sure you have time before hand so you as the manager are in a good place mentally to be able to have a good Talent Management Conversation.
- 6 Ensuring enough time is given for the meeting and that the time is protected.
- 7 Being mindful of the environment where you hold this conversation – using quiet and comfortable surroundings.

Please go to the NHS Talent Management Hub for further supportive tools and resources.

<http://www.leadershipacademy.nhs.uk/talent>

## Preparing for the Talent Management Conversation



# The Talent Conversation

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Effective and honest communication is at the heart of the talent conversation. It is a two-way process where the manager and member of staff explore where they sit on the talent grid, through the manager giving constructive feedback about an individual's performance and the behaviours, and values that they demonstrate.

This two-way conversation is about supporting an individual to reflect and consider the talent potential they already have within their current role, identifying and discussing any future aspirations they may have and may be likened to a coaching conversation in many respects. The talent grid helps to identify where the individual sits in relation to their potential role, and then to assist with identifying next supportive developmental steps for them.

We know that supporting an individual to identify their potential is essential as people whose potential is used and developed are:

- More energised
- More fulfilled
- Achieve their goals more effectively
- More engaged
- Perform better at work



For further information on effective talent conversations go to [www.leadershipacademy.nhs.uk/talent](http://www.leadershipacademy.nhs.uk/talent)