

Scope for Growth - career conversations



Preparation and Reflection Journal

Your details

Name

Role

Team

Line Manager name

Date

This journal is for you to complete ahead of your Scope for Growth conversation. You are not expected to answer all questions, just those which you feel are relevant to you. This document is confidential, and you do not need to share it with your line manager.

You can also consider having this conversation with someone other than your line manager, such as a coach, mentor or trusted colleague.

Completing this journal provides a chance for you to take time to reflect on and identify your personal values, aspirations and vision. This process can help to bring important insights and greater self awareness. It is also helpful to consider how your values and aspirations align with those of the NHS and your organisation.

Please read the [Scope for Growth overview and guidance information](#) before completing this form.



Stage 1: Personal reflection

Health and well-being



Please take some time to reflect on how you feel about your **personal well-being** before your career conversation:

What matters to me?

Use these prompts to support your reflection.

Notes:

These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have. You may want to think about your experience inside and/or outside work and within current as well as previous roles.

You may want to consider:

- *How do I look after my well-being? What happens when I don't?*
- *What do I find most rewarding and energising inside and/or outside of work?*
- *When am I most happy inside and/or outside of work?*
- *What is important to me inside and/or outside of work?*
- *What frustrates me or impacts my well-being inside and/or outside of work?*
- *When I am at my best, what does a good day look and feel like?*

Stage 1: Personal reflection

Personal strengths and development challenges

Please take some time to reflect on your **personal strengths** and **development challenges** before your career conversation:



What matters to me?

Use these prompts to support your reflection.

You may want to consider:

- *How would my team, colleagues or people who know me describe me?*
- *What do I think are my strengths and development areas?*
- *What am I most proud of inside and/or outside of work (current and past roles)?*
- *When working in a team, what part do I play?*
- *What experience has given me the most positive challenge and growth?*

Notes:

These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have.

Stage 1: Personal reflection

Behaviours and performance

Please take some time to reflect on your **behaviours and performance** before your career conversation:



What matters to me?

Use these prompts to support your reflection.

You may want to consider:

- *What feedback have I received about my leadership style?*
- *What is most distinctive about the way I lead or relate to others?*
- *How do I manage my team and get the best out of people?*
- *When do I lead change at work and/or in my personal life?*
- *When I influence others, what strategies/tactics work and what is more difficult?*
- *What are my beliefs/values? How do these fit with my organisation's values?*

Notes:

These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have.

Stage 2: Career history and Scope for Growth

1. Career history

Looking back at your career, reflect upon the times when you have been at your most and least motivated and happy at work. Think about:

- What do the high/low points in my career have in common?
- What have I learned about myself from my successes and challenges?
- What are the implications of the above for the choices I might make in the future?



Stage 2: Career history and Scope for Growth

2. My current role



Please take some time to reflect on how you feel about **your current role** before your conversation.

You may want to consider:

- *What motivates/demotivates me in my current role?*
- *What is my current level of fulfilment and what three things would increase it?*
- *What are my aspirations within my current role? What can I do to support achievement of these goals?*
- *What is blocking/stopping me developing further within my role? How might I resolve these?*
- *Where am I in terms of confidence, learning, experiences, and capabilities required in my current role? Is there a specific area in which I would like to develop further?*

Notes:

These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have.

Stage 2: Career history and Scope for Growth



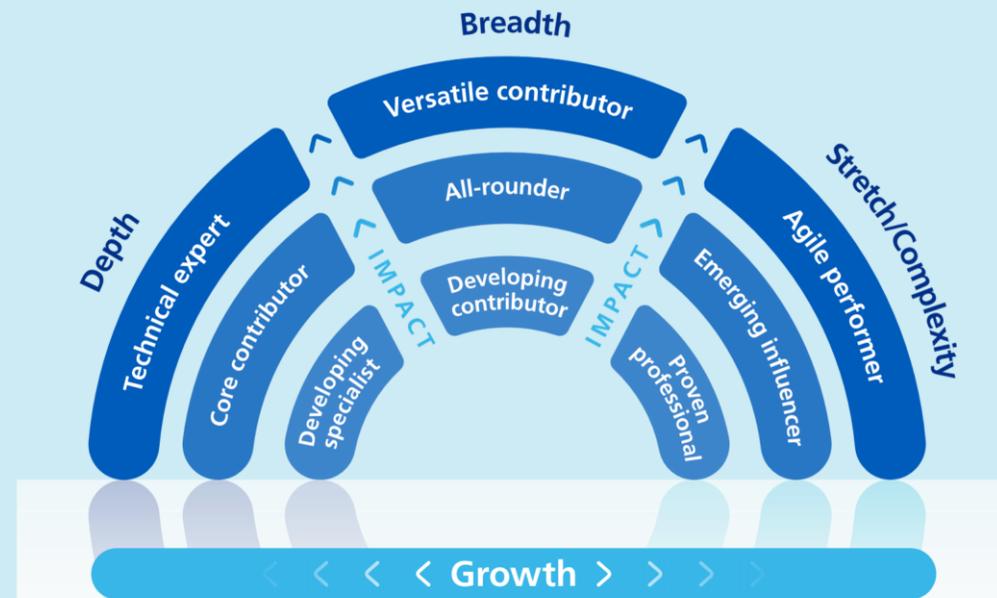
3. Think about where you are currently on the Scope for Growth model

Use the ‘**Understanding the Model and Framework**’ information to help you. Be prepared to discuss this when you have your career conversation.

Using the Scope for Growth model:

1. Where do you think you are currently on the framework? See **guidance notes** for definitions.
2. What evidence do you have to support this?
3. Identify where you want to be in the future, this could be in a new role or in your current position. We recommend a two-year timeframe to help shape your development plan.
4. Record your current and future positions, along with any further reflections, aspirations and development objectives on the following pages.

The Scope for Growth framework



Stage 2: Career history and Scope for Growth



4. My aspirations

Please take some time to reflect on your future aspirations before your conversation.

What matters to me?

Use these prompts to support your reflection.

Notes:

These are your personal notes that you can use to reflect on and shape the three stages of the conversation you will have.

You may want to consider:

- *What are my aspirations and how do I want to grow my career? e.g. increasing depth, breadth, or stretch/complexity.*
- *In 2 years' time, where do I want to be in terms of Scope for Growth? Why do I want to be here?*
- *What types of roles/functions am I interested in?*
- *How do my aspirations link to my drivers/motivations?*
- *How will my development plan reinforce my drivers/motivations?*
- *What support/development do I need to achieve my career aspirations?*

Additional comments and reflections

My next steps

Your Scope for Growth conversation should offer a safe place for you to speak openly about your career and future aspirations.

This journal, however, is **completely confidential** and designed to support your personal reflection ahead of your conversation - you do not need to share the journal.

During your conversation you will work through a development plan, based on your reflections and the discussion you have. You will be able to record notes in this document.

Additional resources

See the NHS Leadership Academy website for the latest in NHS leadership programmes and resources, including mentoring and coaching.

<https://www.leadershipacademy.nhs.uk/>

Health and Well being

- [Self care as a compassionate leader](#)
- [Listening to shame](#)
- [Personal values assessment](#)

Personal strengths and development challenges

- [Who are you, really? The puzzle of personality](#)
- [Personality at work: DISC Assessment](#)

Performance and Behaviours

- [Self awareness and self management](#)
- [Collaboration and collaborative leadership](#)

Career

- [5 Principles for creating successful goals](#)
- [Discover your character strengths](#)