FREE PACK · INSIGHTS

Career conversation prep sheet

A manager's two-page preparation and follow-up sheet for a career and development conversation.

Name	Date of conversation

Step 1 · Get the focus right

Rate for their current role	0 · low	1 · mixed	2 · high
Energy: drive, commitment, appetite for more			
Capability: delivers the role to standard			

Total out of 4: _____ 3–4 = big box (3–5 years, they lead) · 2 = medium (12–24 months, shared) · 0–1 = small (3–6 months, you steer)

Step 2 · Make it theirs

When they leave, I want them KNOWING…	DOING…	FEELING…

How I will set it up *(first sentence; time frame)*	Feedback I need to give

Step 3 · My questions

One or two per area. Check them against the box size and your Knowing / Doing / Feeling.

Career aspirations

The work, now and next

Being part of the team

Step 4 · Development focus

Strengths to build on
(what already works, and could go from good to great)

One or two areas to develop

Ideas for the plan	On the job (about 70)	From others (about 20)	Formal (about 10)
Focus 1			
Focus 2			

After the conversation

Action	Date
They send me a draft development plan (within two weeks)	
We review the draft: right focus, right blend, specific actions	
First follow-up conversation	
Next full review of aspirations and plan	

Notes from the conversation

70:20:10 is a rule of thumb, not a formula: most development happens through the work itself. Treat the split as a check on the blend, not a target.

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."
Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."
Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."
Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."
New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."
Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."
Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."
A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."
Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."
Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

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