1. Year Ahead Conversations

Great performance starts with Individuals having a clear understanding of goals and expectations

<table>
<thead>
<tr>
<th>Who is involved &amp; time commitment</th>
<th>What you will need</th>
<th>When it occurs</th>
<th>Support, guides, tools, templates available</th>
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</thead>
</table>
| • Conversation leaders – may be direct manager or delegate (2 hours: prep, conversation & follow up) | • Individual Position Description  
• myCareer Plan draft by Individual  
• UNSW 2025 Strategy  
• Division / Faculty goals  
• UNSW Expectations Framework | February-April | Essential  
myCareer Plan (Academic / Professional / Senior Leader)  
Training & support for staff & leaders |
| • Individual: (2 hours: prep, conversation & follow up) | | NB The Year Ahead and End of Year Conversations can be run in conjunction or separately. This is at the Conversation Leaders discretion but usually it is done as one conversation. | Optional  
Future goals, career aspirations and development conversation guide  
Goal Setting Conversation Guide  
Planning for the year ahead conversation guide  
Diversity conversation guide  
Delegation conversation guide  
Managing difficult conversations guide |

Action required

- Manager to determine if any delegation of myCareer is required. If delegation occurs, conversation leaders need to be briefed on faculty / divisional expectations and goals.
- Individual completes draft myCareer Plan (first 3 yellow columns only) according to the Expectations framework and 2025 Strategy. New Individuals may require more guidance and support.
- Conversation leader reflects on Individuals’ myCareer Plan content in relation to others in the team, Expectations Framework, 2025 Strategy and relevant Faculty / Divisional / School / Work Area plans.
- Conversation Leader and Individual meet face to face to set expectations relative to opportunity, discuss goals, career aspirations and finalise myCareer plan.