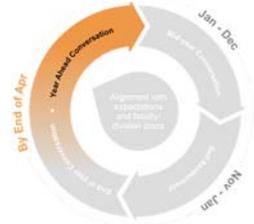


Planning for Year Ahead: Conversation Guide



Process: Individual to prepare draft ideas* / goals* using the **myCareer** plan, their **Job Description**, the **UNSW Expectations Framework** and **Faculty / Divisional Plans**. Conversation Leader and individual to meet face to face for a conversation.

Duration: approx. 2 hours (preparation, 1 hour meeting, follow up.)

Individual role – prepare, be present, be proactive:

Prior to your initial conversation in February-April, reflect on the following areas to make the discussion more productive:

- ✓ What are your future goals and career aspirations? *How might they link to your role, Faculty / Divisional Plans, the 2025 Strategy or development opportunities?*
- ✓ What **development** would you like to pursue? New responsibilities, projects, secondments, leadership opportunities? *What would I like to achieve in the next 12 months both personally and professionally?*
- ✓ What are the performance and behaviour expectations (**UNSW Expectations Framework and Values in Action**) for your role? *What are the key priorities in my **job description**? What should be in your **myCareer** plan? How do I make UNSW a positive place to work?*
- ✓ How does your job support the [UNSW 2025 Strategy](#)? *How can I contribute to the 2025 Strategy?*
- ✓ Is there anything from the last review period to consider? A strength to build on or an area to improve?

Based on the reflections above, be ready to discuss **career aspirations, development, performance** and **Values in Action goals**. Prepare draft goals in the **myCareer** plan to help drive the discussion about the year ahead with your Conversation Leader.

Conversation Leader role – prepare, be present, challenge and support:

Plan to start on a positive note and provide certainty about how the discussion will unfold. Ensure your individuals understand how their goals relate to the UNSW 2025 strategy and the **UNSW Expectations and Values in Action Frameworks**. *Why should they care? What's in it for them? How will it affect them? (Challenging work? Development opportunities?)* Reflect on the individual role outlined above plus:

1. Review their previous performance. Identify primarily strengths and if relevant, also consider areas for improvement. *What do I expect the individual to deliver to the team and UNSW? How will I recognise and build on strengths? How will I hold them accountable? How will I support them?*
2. Prepare for the discussion, identify goals, consider ambitious stretch goals and use the myCareer Plan template as a guide. *What **input** might the individual have? What goals have they drafted?*
3. Review the **UNSW Expectations Framework and Values in Action** and how it will be implemented (Division / Faculty specific approaches in 2017.) *How is this being introduced in my Faculty / Division? How will I introduce it to my individuals? How will I measure and support their performance?*

Use the **myCareer** template to plan for the conversation and document the outcomes. This clarifies goals, priorities, development opportunities and agreements reached. Decide who will document the discussion (either Conversation Leader or individual). **Ensure you continue** to initiate progress discussions against goals (a mid-year touch point is recommended) and exchange formal and informal feedback during the year on a frequent basis. If more than 10 staff report to the manager, this element may be delegated or you may seek peer mentoring with [Career Collaborator](#).

Note: the “End of Year” (achievements conversation) is held at the same time as the “Year Ahead” (goal setting conversation). It is at the Conversation Leader’s discretion to change this.

**Individuals who are new, have a changed role or are inexperienced may require more guidance*