

1. Year Ahead Conversations



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



Who is involved & time commitment

- Conversation leaders – may be direct manager or delegate (2 hours: prep, conversation & follow up)
- Individual: (2 hours: prep, conversation & follow up)



What you will need

- Individual Position Description
- myCareer Plan draft by Individual
- UNSW 2025 Strategy
- Division / Faculty goals
- UNSW Expectations Framework



When it occurs

By end of April

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.



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, their PD, 2025 Strategy and guidance from you. 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.



Support, guides, tools, templates available

Essential

myCareer Plan (Academic / Professional)
Training & support for staff & leaders

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