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>
</tr>
</thead>
<tbody>
<tr>
<td>Conversation Leader (2 hours: prep, conversation &amp; follow up)</td>
<td>Your Position Description (PD)</td>
<td>By end of April</td>
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<tr>
<td>Individual: (2 hours: prep, conversation &amp; follow up)</td>
<td>myCareer Plan draft</td>
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<td></td>
<td>UNSW 2025 Strategy</td>
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<tr>
<td></td>
<td>UNSW Expectations Framework</td>
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**Action required**

- Complete the draft myCareer Plan, setting goals and timeframes (first 3 yellow columns only) according to the Expectations framework, your PD, 2025 Strategy and guidance from your manager. If you are new, you may require more guidance and support from your manager or conversation leader.
- Provide your draft myCareer Plan to your conversation leader prior to meeting.
- Meet face to face with your conversation leader to set expectations (relative to opportunity), discuss goals, career aspirations and finalise your 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