Career conversation worksheet

Use the GROW model (developed by Graham Alexander, Alan Fine, and Sir John Whitmore) to guide your career conversations with your team members.

Goal: What do you want?
Establish what the team member really wants to achieve with their career.

Sample questions to ask:
- "Where do you see yourself in one, five, and ten years?"
- "If money or your current skills weren't an issue, what would be your dream role?"
- "What are your interests, values, and motivations?"

Reality: What's happening now?
Establish the team member's understanding of their current role and skills.

Sample questions to ask:
- "What are the most rewarding or frustrating aspects of your current role?"
- "Do you feel challenged or stretched in your current role? What would make it more challenging? What isn't challenging you?"
- "What feedback have you received from other people on your strengths and weaknesses?"

Options: What could you do?
Generate multiple options for closing the gap from goal to reality.

Sample questions to ask:
- "What can you do right now to further develop skills that would be useful in reaching that goal we talked about earlier?"
- "What stretch assignments, big projects, or experiences could you pursue?"
- "What networking or mentorship options are there?"

Will: What will you do?
Identify achievable steps to move from reality to goal.

Sample questions to ask:
- "What will you do? By when?"
- "What resources would be useful? What skills will help you get there?"
- "What advocacy would help? How can I or our team leader provide more support towards your development?"