TOOLS FOR MANAGERS

Career Development – After “Not Yet”

Employee

Manager

Conversation date

Role applied for

Complete together. Both the employee and manager receive a copy.

1. What Feedback Did You Receive?

Identify strengths demonstrated and specific gaps to address before the next opportunity.

Strengths and positive feedback

Skills and experience to develop

2. What Will We Work On Next?

Turn feedback into practical development actions and opportunities.

Employee commitments (action and target date):

Manager commitments (opportunities, support and resources):

3. Current Role Performance

Identify any areas of current role that require more attention.

4. When Will We Check Again?

Agree on how progress and readiness for the next opportunity will be reviewed.

Follow-up date

Evidence of progress or milestones to review