Welcome to our virtual waiting room!

While you wait for the session to start, please take time to:

1. Mute yourself – audio and video
   - 1 in the picture
2. Visit the chat window
   - 2 in the picture
3. Check your name - update if incorrect
   - 3 in the picture
   - We are using these names to track attendance

BlueJeans Participant Screen

1. Camera mute, Audio Mute, Share your screen and Leave meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

Who’s talking

- Click to see only who’s talking (also shown by blue mic highlight)
- Click pencil to change your name. Mute/unmute your camera or microphone.
  - Note: only moderators (marked by ‘e’ next to the name) can also mute & unmute other participants
- Click name to see call details and connection stats. Moderator has ability to drop them from meeting
- Moderators only can Mute & Unmute All participants at once
- Copy meeting link, & share with others

Send Meeting link to others

Your self view, with quality bar and mic status

Switch Video and Content Frames

Your self view, with quality bar and mic status

Send Meeting link to others

BlueJeans Participant Screen

Hide Video Thumbnails

BlueJeans Participant Screen

View People

Hide menu
Leading Others: How to structure open dialogues about career goals and help your employees realize their dream career

1. Background
2. Structure the Conversation
3. Focus on the Action Plan
4. What if?

A link to the slides will be emailed at the end of the week
What are Career Conversations?

Career conversations are ongoing discussions between a manager and their direct report about the skills and steps needed to achieve that report’s professional goals.
Why are Career Conversations Important?

**Boost employee engagement and retention**
82% of survey respondents said they would be more engaged at work if their manager showed more interest in their career progression.

**Foster self-awareness in the workplace**
Scheduling specific times to talk about career goals and aspirations will help your direct reports reflect on what’s important for them and what they want to accomplish in their career.

**Help you develop positive relationships with your team**
Asking your direct reports about their aspirations is a great way to get to know them and show that you care personally about them.
The employee drives his or her own professional growth
How Can a Leader Structure a Career Conversation?

Life Story
Lighthouse
Action Plan
Learn about your employee’s past to help shape his or her future

- Tell me about yourself
- Tell me something I would not have learned during the interview process
- What did you love doing in school?
- What drew you to the focus of your education?
- What set you on this career path?
- Why this job? Why Penn Medicine?
- What is the one thing you take the most pride in?
- Which part of your role do you most enjoy?
- What makes you successful in your role?

Look for:
- Patterns
- Decisions
- Pivots
- Values
- Motivators
Tell me 3 – 5 dreams you have or had about your career

What will you be doing at the pinnacle of your career?
- Challenged, engaged and satisfied

Do you want to be an individual contributor or a manager?

Do you want to broaden your expertise or go very deep?

Do you have a career role model?

Look for:
- Direction for a satisfying career path at Penn Medicine
Collaborate with your employee on a concrete career action plan

Look for:
- Ways to develop role
- Networking
- Skill building
Collaborate with your employee on a concrete career action plan

Look for:

- Ways to develop role
- Networking
- Skill building

- Can you make adjustments to the current role?
  - Allows employees to grow in place
  - Keeps your team functioning at optimal levels

- Can you connect her or him to a potential career role model, informational interview, mentor?
  - Your investment will yield a more engaged, loyal employee

- What other resources are available to develop the employee?
What if…

- My employee has unrealistic expectations
- My employee does not want to grow
- My team can’t withstand losing this employee, so I can’t help them outgrow their role
- I don’t know how to help my employee network
- I don’t have time to do this with all of my employees
30 Second Recap

Look for:
- Patterns
- Decisions
- Pivots
- Values
- Motivators

Look for:
- Direction for a satisfying career path at Penn Medicine

Look for:
- Ways to develop role
- Networking
- Skill building

ACTION PLAN
Penn COBALT: a tool for the Penn Community that uses targeted assessments to direct you to the right level of coping support.

Lead Strong: Live discussions and curated resources for Penn Medicine employees around leading yourself and your team during adversity.

WELLfocused: a program dedicated to making living a healthy lifestyle easier, by providing tools, resources, educational campaigns and health-related challenges to help improve overall well-being.

Penn Medicine Academy:
- Microlearnings:
  - Creating a Feedback Rich Environment
  - Building a Development Plan
- Job Aids:
  - Giving Feedback
  - Giving Development Feedback
- Classes:
  - Managing at Penn Medicine
- Tools:
  - Responsibility Matrix
  - Project Plan Template

Career Conversations with Employees: Questions and Tips for Managers (fellow.app)

Why Managers Need to Have Regular Career Conversations (manpowergroup.com)

Career Conversations Guide: How to engage and motivate your team (skillpacks.com)

Five Sure-Fire Tips for Great Career Conversations (shrm.org)

The Power of Motivation with Daniel Pink (30 min)

Career Advice from Some of the Biggest Names in Business

Building a Diverse Professional Network (32 min)

A Beginner’s Guide for Finding Your Calling (33 min)