

# 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

The screenshot shows the BlueJeans interface during a meeting. The main video area displays a group of four people in a meeting room. The top bar includes the BlueJeans logo, meeting ID (3105551234), and controls for camera, audio, screen sharing, and leaving the meeting. The right sidebar contains the 'View People' panel, which is divided into 'EVERYONE' and 'WHO'S TALKING' tabs. The 'WHO'S TALKING' tab is selected, showing a list of participants with their names and status icons. The bottom of the screen features a row of video thumbnails for other participants, a self-view window, and a meeting link.

Annotations and callouts:

- 1**: Points to the top bar controls (Camera, Audio, Screen Share, Leave).
- 2**: Points to the 'CHAT' tab in the right sidebar.
- 3**: Points to the 'PEOPLE' tab in the right sidebar.
- Who's talking**: Points to the 'WHO'S TALKING' tab in the right sidebar.
- Hide menu**: Points to the 'X' icon in the top bar.
- View People**: Points to the 'View People' button in the top bar.
- Click to see only who's talking (also shown by blue mic highlight)**: Points to the 'WHO'S TALKING' tab.
- Click pencil to change your name. Mute/unmute your camera or microphone.**: Points to the pencil icon next to the participant name 'Bev (me)'.
- Note: only moderators (marked by a star next to the name) can also mute & unmute other participants**: Points to the star icon next to the participant name 'Bev (me)'.
- Click name to see call details and connection stats. Moderator has ability to drop them from meeting**: Points to the name 'Daniel'.
- Moderators only can Mute & Unmute All participants at once**: Points to the 'Mute All' and 'Unmute All' buttons.
- Copy meeting link, & share with others**: Points to the meeting link 'bluejeans.com/6786088830'.
- Hide Video Thumbnails**: Points to the 'v' icon in the bottom left.
- Switch Video and Content Frames**: Points to the 'cc' icon in the bottom left.
- Your self view, with quality bar and mic status**: Points to the self-view window.
- Send Meeting link to others**: Points to the 'Send Meeting link to others' button.

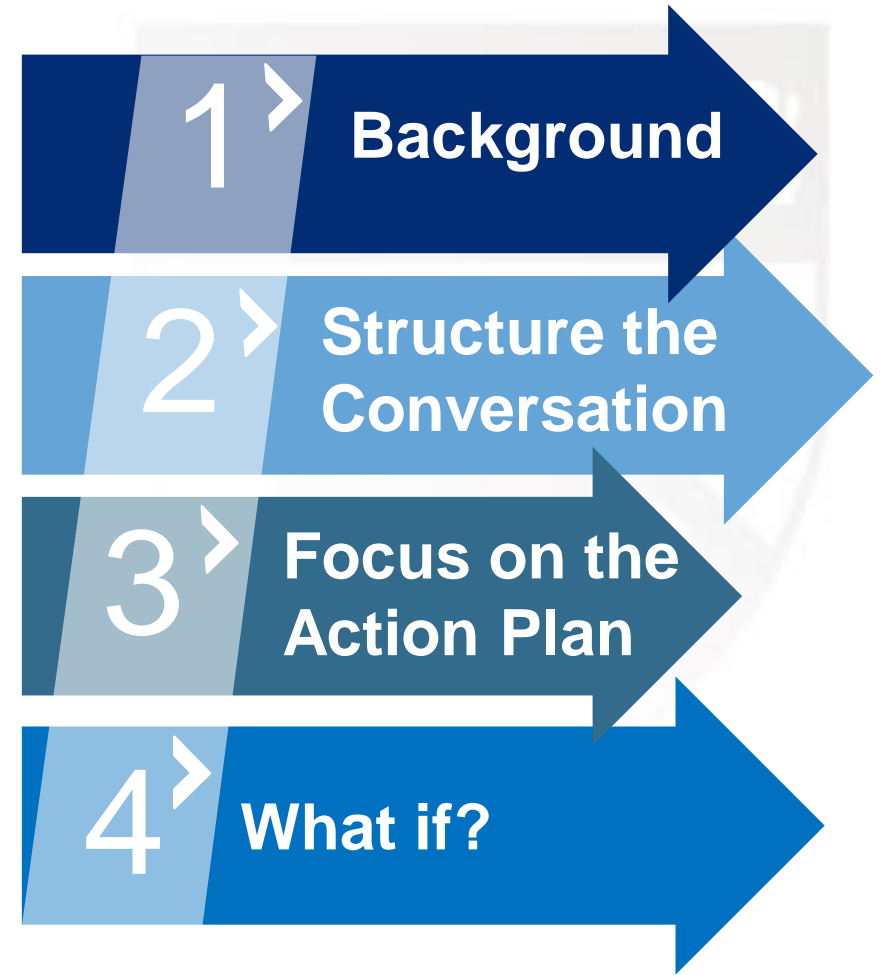


Penn Medicine



## ***Leading Others:***

How to structure open dialogues about career goals and help your employees realize their dream career



*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**

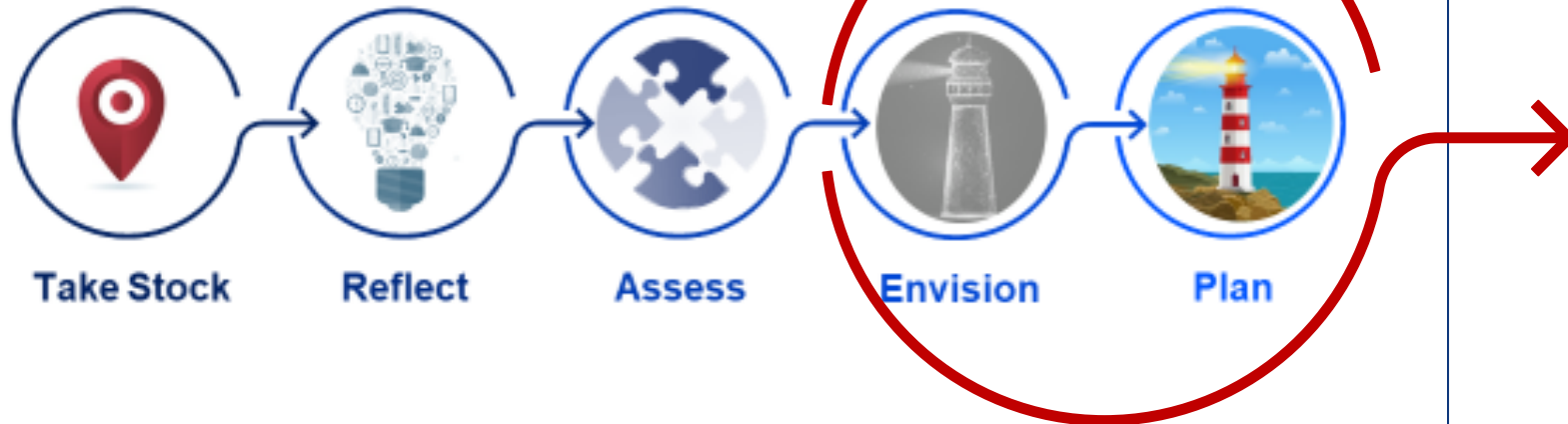
Scheduling specific times to talk about career goals and aspirations will help your direct reports reflect on what's important for them and what they want to accomplish in their career

## **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

## Preparing for a Productive Career Conversation



**Manager  
provides  
guidance**

# How Can a Leader Structure a Career Conversation?



**Life Story**




**Lighthouse**



**Action Plan**

# Life Story

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



# Lighthouse

Help your employee articulate a clear vision for his or her future



- ☐ 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



# Action Plan

Feedback



Collaborate with your employee on a concrete career action plan



## Look for:

- Ways to develop role
- Networking
- Skill building



# Action Plan

## 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

- Patterns
- Decisions
- Pivots
- Values
- Motivators



- Direction for a satisfying career path at Penn Medicine



- Ways to develop role
- Networking
- Skill building

# Questions? Comments?

## Penn Medicine Resources

- ▶ [PennCOBALT](#) 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](#)

## Articles

- ▶ [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 \(shrm.org\)](#)

## LinkedIn Learning

- ▶ [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 \(33 min\)](#)

