

Career Development Planning

Introduction

Career development consists of education, observation and mentoring that can help to enhance the employees in a workplace. It might include training sessions or graduate classes, spending time with a mentor to observe how others handle conflict or challenges or mentoring someone else who might be new to the field.

This course is for managers involved in, or accountable for, the career development of their staff. Discover how to establish practical Career Development Planning to facilitate the effectiveness of employee contributions and commitments and to ensure motivated staff.

Objectives

By the end of this course participants will be able to:

- Explain the basics of career development
- Explain how career development is different to employee development
- Evaluate innovative corporate career development Initiatives
- Show how to close the developmental gap by managing and evaluating career development plans
- Identify high potential employees
- Link competencies to career development
- Prepare an individual career development plan
- Link development to appraisals
- Factor in training to people's development
- Help their staff manage career choices

Content

A sample of what is covered includes:

Defining the term “career”

- Individual versus organizational perspectives
- Career development versus employee development
- Career development value for the organization
- The career development process and links to HR
- The importance of development
- Identifying high potential employees
- Introducing competency-based job profiling
- Designing career development plans and setting individual development program

Career development tools

- Essential elements in an integrated career development system
- Competencies - The Foundation for Career Development
- Coaching as An Essential Management Function
- Mentoring - A Must for the Success of Career Development

Identifying the need for training

- Assessing the current situation: where are we now?

- What organizational issues are driving the need for training?
- Envisioning the future: where do we want to be?

Designing a performance appraisal system

- Formulation an effective appraisal
- Using appraisals for professional development
- Handling post appraisal for professional development

Putting People First

- Putting People Before the Numbers
- People's Wants from Their Organizations
- Organizational Wants
- Present Top HR Priorities
- HR Activities: Traditional Focus versus Career Development Focus
- The war for talent
- Disengagement and the downward performance spiral

Promoting a Development Culture

- Characteristics of a Development Culture
- Career Development as a Change Agent
- Roles and Responsibilities in a Development Culture
- Role of Human Resources
- Role of Line Managers
- Role of Top Management
- Role of Developpees

Identifying High Potentials

- Key positions
- High potentials and high professionals
- Assessing individual potential
- Best practices to improve the management of high potentials
- Qualities of processes to spot, develop, and retain high potentials

