

**Course Title:**

**Retaining Your Key Talents Through Progressive Career Development**

Effective career management reflects the future skills and capability requirements of the employer and the desire of the individual employee for career opportunity.

Most individuals rely heavily on informal career advice and either do not recognise or do not effectively access support provided by their employers.

Recent UK report, Employee Outlook: focus on skills and careers, revealed that a third of UK employees are disappointed with their career progression, with poor quality careers advice and poor line management at work to blame. Employees who are satisfied in their jobs and have access to career opportunities through career management & progression support are more likely to be engaged.

Responsibility for career management rests largely in a partnership between the individual and their line manager, although line managers typically receive little training to deliver effective career support.

HR Managers, Line and People Managers who are armed with effective career management skill will help drive employee engagement, whereas, poor career management usually breeds dissatisfaction.

This 2-day workshop will equip participants with the requisite knowledge, skills, career management tools and techniques to effectively help employees in their career progression towards achieving higher employee satisfaction and productivity levels.

**Learning Objectives:**

- Overview and perspective of Career Management & Progression.
- Career Management: Meeting organization and employee needs.
- How to uncover employee's Values, Interests, Skills, Traits and Career Interest.
- Facilitate an effective career discussion with employees.
- Adopt the principles of sound career coaching approach.
- Provide career coaching and candid performance feedback to employees.
- Develop the roadmap of an employee Career Plan through a career plan template.
- Career management and progression as a means of retaining and developing key employees.

**Course Outline:**

- What is Career Management & Progression for employees in an organisation
- Use of relevant psychometric tools to uncover the employee's career interest

- Adopt the use of SOLER, KLTH, GROW career coaching models in facilitating a career discussion. Asking the right questions !
- Role Play Practice – Facilitating a career coaching and discussion session with employee
- Case Study – Developing a career plan that produces results for the individual and the business
- How to use use career development programs to support employee retention

**Learning Methodology:**

To anchor the learning and winning behaviour, the workshop incorporates interactive delivery of learning materials, case studies, role play practices and group discussions.

**Who Will Benefit**

People Managers, HR Managers & HR Executives including Supervisors who have to develop their people engagement skills and knowledge in providing effective career management and progression support to their employees.

**Course Duration:**

2 Day (14 hours)