

How to Support an Individual's Career Development

Individuals on a career development journey can really benefit from on-going support and encouragement by the people around them. In fact, your input, support and encouragement can be just what they need to truly achieve their career goals. Below are possible ways in which you can provide this support.

- ✓ Show interest, be positive, actively listen, and ask questions
- ✓ Openly and honestly communicate with and give feedback to the individual
- ✓ Share knowledge
- ✓ Help them learn new skills
- ✓ Expose them to, or make them aware of, new experiences or opportunities
- ✓ Help them to identify, problem-solve and address issues or possible barriers
- ✓ Make them aware of resources
- ✓ Provide encouragement and celebrate their successes
- ✓ Be available for check-ins
- ✓ Introduce them to others or help them build their professional network
- ✓ Offer ideas/suggestions
- ✓ Celebrate and recognize their successes
- ✓ Follow through on any actions you said you would take

Asking questions is a great way to get them thinking about their career goal and development activities. Below are possible questions you could ask an individual who reaches out to you for support on their career development journey.

1. What are the goals you want to accomplish within the next 1, 2 or 3 years?
2. How are your career development goals feeding your passion?
3. What are your top two development goals for the next year?
4. What development activities can you work on within the next few years to meet your goals?
5. How do you want to be perceived by others? What do you want your professional "brand" to be?
6. What motivates you?
7. What are your values?
8. Which of your knowledge, talents and skills do you enjoy using?
9. What do you really love to work on?
10. What areas do you want to work on?
11. How do you want to develop professionally?
12. How do you plan to develop your skills in those areas?
13. What new responsibilities or training will help you move forward in meeting your career goals?
14. Are there other types of work or positions you would like to learn more about?
15. What growth opportunities are most important to you?
16. What steps have you already taken towards meeting your goals?
17. What resources do you need?
18. How will you know when you have been successful?
19. How do you measure success?
20. How would you like to celebrate your successes?
21. What are the biggest obstacles in meeting your goals?
22. What can I do to support you in meeting your goals?