



Supporting Employees in Prioritizing Career Development

Career Planning for Managers

What is career development?

Career development is the ongoing acquisition or refinement of skills and knowledge, including job mastery and professional development, coupled with career planning activities. Although the primary responsibility for employees' development rests with them, the manager has an important role in encouraging, supporting, removing obstacles and providing resources for employee development.

Why is career development important?

Career development provides opportunities that can be mutually beneficial for both employees and employers. Supporting the growth and development of your staff is vitally important to helping them be as productive and successful as possible in their current role, encouraging motivation and retention, and setting them up for future career opportunities. Managers are in a key position to provide valuable feedback, learning activities, and resources. Career development can also:

- Create a greater sense of responsibility for managing one's own career and therefore contribute to self-confidence
- Create cost-effective opportunities within your department by using your own staff talent to provide career development
- Increase employee motivation and productivity
- Attract top staff and retain valued employees

How can you support your employees?

- Help employees identify strengths, weaknesses, interests, and values by maintaining open, effective communication and ongoing encouragement
- Help employees develop realistic career goals based on your department's needs and the employee's individual development plans
- Help by providing frequent feedback in a way that fosters development
- Provide current information about the organization and future trends so employees can create more realistic career development goals