

# Career conversations guide

It makes sense to take some time periodically to think about your job, what you enjoy about it, what you would like to improve, and how you would like to be working in the future.

Having a good understanding of who you are and what is important to you provides a solid foundation for your career journey. Throughout this guide we refer to the word 'career'. By that we mean your experience or journey across your working life, including your contributions to your community or the community you work in.

We're all leaders in the Queensland public sector, regardless of role title, level or whether we have formal responsibilities to manage or lead teams. To strengthen our impact as public servants, we must understand the behaviours that make us successful.

The [Leadership competencies for Queensland](#) describe what excellent everyday leadership looks like in the sector and is a useful framework to familiarise yourself with.

The [Competency compass](#) tool is a great way to reflect on the leadership competencies you're using in your role, and to start the conversation about your professional development goals.

This guide will help you navigate those conversations and gain valuable insights into the direction you might like to steer your career, and the support you might need to get there.

It's up to you how best to use this guide: completing it in conversation with your supervisor, colleagues or those closest to you, or as a personal reflection exercise to guide a follow up discussion.

Even if you don't share your reflections with anyone else, completing the exercise will still give you a clearer picture of what you want, and who you might like to speak to for guidance and support.

## Let's begin!

You'll find several questions here about your career, which will give you the foundation for your discussions with others and to help you share your story.

You can use it by giving the questions to someone else to walk you through it, or complete it on your own first and then talking through your findings.

## About your current role

- What was your journey to get into your current role?
- How would you describe that role?
- What has been the most enjoyable or interesting aspect of your work? Can you give specific examples of what you have achieved or contributed towards?
- When thinking about your most interesting and/or enjoyable aspects of your work, what traits, characteristics or skills were you using to help you succeed?
  - If you've participated in [LEAD4QLD](#) or the [Competency compass](#), this is a good time to reflect on your insights.
- What traits, characteristics or skills are required for you to succeed in your role?
  - Which areas of the Leadership competencies do they align to?
- How do the traits, characteristics or skills you use in your personal life intersect with your work?

## About your future role and goals

- What does career mean to you?
- How do you want your career and work to fit into your life?
- Where do you see yourself in the future (both professionally and personally): three, five or 10 years from now?
- What traits, characteristics or skills do you think you need to develop in order to move towards these goals?
  - Reflect on your insights against the Leadership competencies for Queensland using the Competency compass or LEAD4QLD.
- What do you need right now to progress your goals?

## Areas for development

Building on your insights so far, the next few questions will help you target learning and development choices.

1. *What are your strengths in relation to your role at work?*

- I'm unsure of what my strengths are
- I have some idea of what my strengths are — please describe below
- I have a good idea of what my strengths are — please describe below

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2. *What are your areas of development in relation to your role at work?*

- I'm unsure of what of my areas of development are
- I have some idea of my areas of development are — please describe below
- I have a good idea of what my areas of development are — please describe below

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3. *What are your strengths in your personal life?*

- I'm unsure of what my strengths are
- I have some idea of what my strengths are — please describe below
- I have a good idea of what my strengths are — please describe below

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4. Thinking about the skills and abilities you use outside work, how often would you also use them in your role with the public sector role?

- I'm unsure
- Not at all
- Some of the time
- All of the time

5. Thinking about the skills and abilities you use outside work, how important is it to you that you with use these in your role with the public sector?

- I have not thought about it before
- It's not important to me
- It's somewhat important to me
- It's extremely important to me

6. To help you gain clarity surrounding your career goals and how to achieve them, please rank the following development options in order of priority (1 = top priority, 7 = lowest)

I want to....

- learn more about or improve the core skills of my job
- learn more about or improve my skills of leading and managing teams
- broaden my skillset
- learn more about emerging technologies and approaches
- challenge myself in new roles, projects and responsibilities
- talk to someone to get guidance or advice (e.g. a mentor or coach)
- gain qualifications or accreditations
- other, please specify \_\_\_\_\_

## What next?

You can use your insights from completing the guide and consultation with others to inform your next performance and development discussion. You can find resources and support through your agency intranet and HR advisors. To discover opportunities available across the Queensland public sector, visit the [Leadership and learning hub](#).

If you have any questions, or would like more information, contact the Public Service Commission via [development@psc.qld.gov.au](mailto:development@psc.qld.gov.au)