



**Career Tips Thursday:
Session 24 September 2026**

How to spark Career Conversations

UNIDO/COR/HRM/TMG/TDP

UNHCR/DPM/SLS

Today's presenters



Betty Almonte

Talent Management and
Performance Officer
UNHCR



Andrea Kienle

Head Talent Development and
Performance Management
UNIDO

House Keeping Rules

You are muted by default. The chat function is disabled.

If you have any questions, please submit them through **Zoom Q&A button**.

The session will be **recorded**. The recording and presentation will be available on the CTT website:
<https://learning.unog.ch/career-tips-thursday>



Agenda

- ❑ Career Development - Three-way partnership
- ❑ Career Paths: Linear and Non-Linear Journeys
- ❑ Career Conversations: Why, When & Who
- ❑ Formal Career Conversation: Before, During, and After
- ❑ Translate the conversation into Development Actions
- ❑ Navigating Manager Barriers & Managing Up
- ❑ Questions & Discussions



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Activity:

Poll

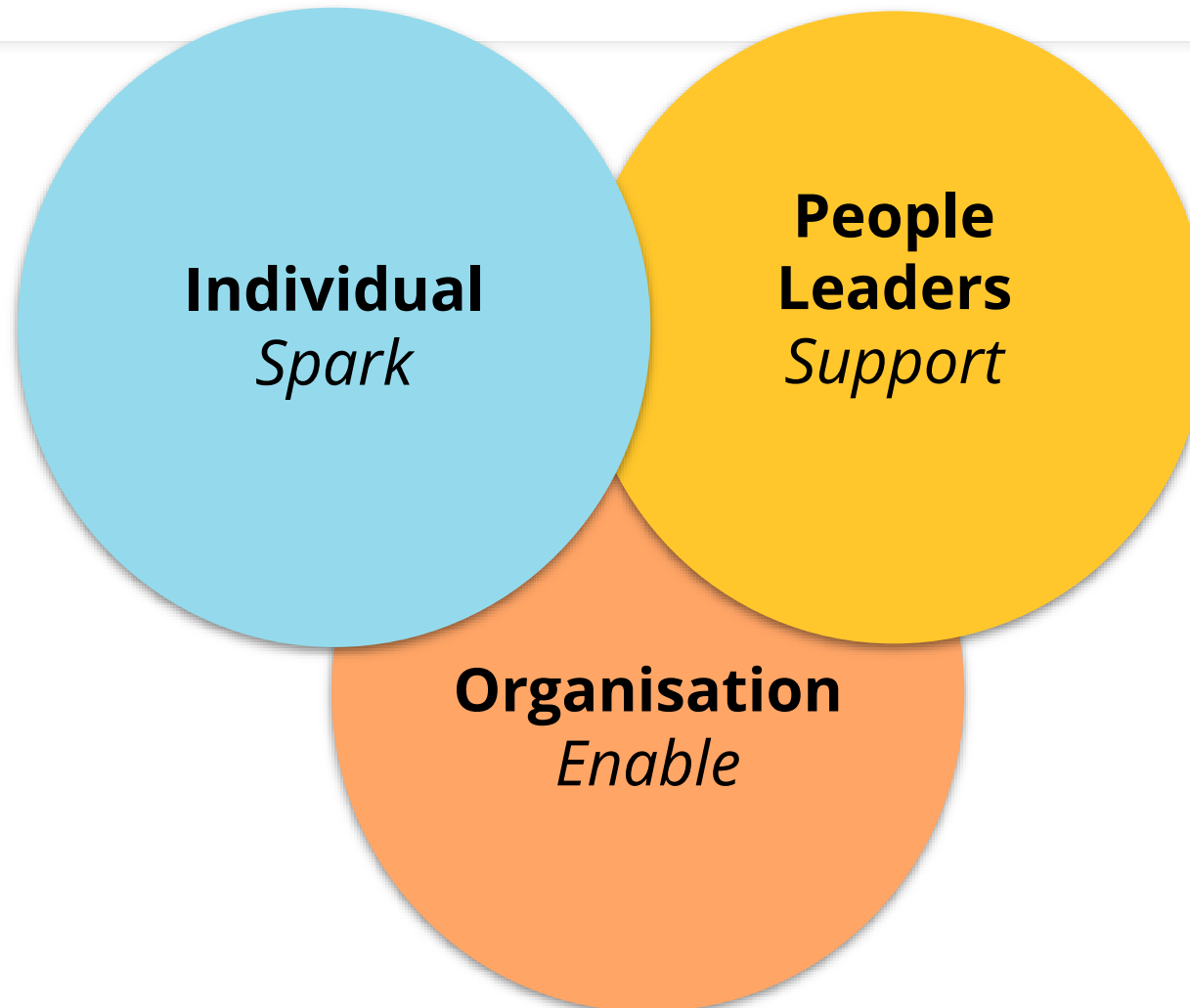
When was the last time you had a career conversation?

- A. Within the past 2 weeks
- B. Within the past quarter
- C. Within the past half year
- D. Within a year
- E. Longer than a year ago
- F. Never



Career Development

Three-way partnership



Career Paths: Linear and Non-Linear Journeys



Career ladder/steps-more
linear



Non linear -squiggly or
lattice

Career Conversations: Why They Count

- Opportunity for feedback
- Ensures clarity
- Sense of direction
- Motivating
- Improves performance and skills
- Increases commitment and engagement



Career Conversations:

When should it happen?

- Can happen at any time, anywhere
- Can be formal (planned) or informal (off the cuff)
- Can be 10 minutes or a full hour



Career Conversation

Own the Conversation

- It's **your** career and very individual, There's no one more invested in your future than **you**.
- Use the **need for advice** (on what needs to be improved and how) as the trigger for a quick conversation.
- You can then follow up with questions about the future

DO NOT WAIT: THE TIME WILL
NEVER BE 'JUST RIGHT'.
START WHERE YOU STAND,
AND WORK WHATEVER TOOLS
YOU MAY HAVE AT YOUR
COMMAND AND BETTER
TOOLS WILL BE FOUND AS
YOU GO ALONG.

NAPOLEON HILL



Formal Career Conversation: Before You Start

Career

Conversation:

- takes planning **BEFORE**
- focused discussion **DURING**
- follow through **AFTER.**

Reflect:

- Where are you now?
- What motivates you?
- What are your values?
- What is your aspiration?

**Reflection
exercise**

Clarify Your Goals:

- What you hope to achieve
- Short-term & long-term career objectives
- What are you willing to do to achieve these
- What support you need

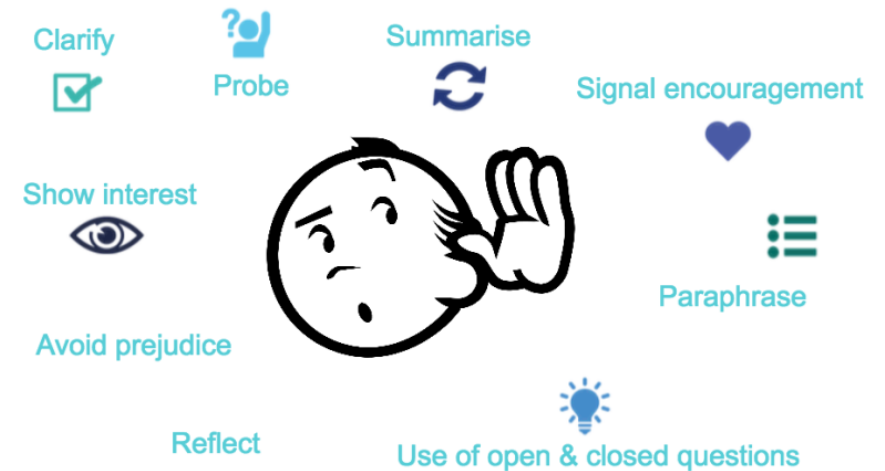
Formal Career Conversation: Before, Prepare for Success

- Schedule the discussion and invite your supervisor
- Clarify your goals, expectations, and key concerns
- Explore development opportunities and gather relevant information
- Align your aspirations with organizational needs
- Practice your key messages and discussion points



Formal Career Conversation: During the Discussion

- Lead the conversation
- Start positively
- Be as open and honest as you can
- Have an open mindset and share your self-reflection and communicate future goals
- Invite advice and collaboration
- Identify next steps
 - explore opportunities, look at the bigger picture
 - evaluate options
- Thank your supervisor for any advice/information you receive (positive and negative)



Formal Career Conversation: After – Turn Plans into Action

- Reflect on key insights and agreed actions
- Document outcomes and create a development plan
- Set milestones and review dates
- Take action toward your career goals
- Continue regular check-ins and follow up on progress



Translate the conversation Into development actions

Experience (learn on the job)

- Skills development
- Rotation
- Stretch assignment
- Filling in for someone
- Project work
- Working groups
- Ambassador role (culture, wellbeing etc)
- Local, regional or international experience

Exposure (learn from others)

- Coaching others
- Mentoring
- Shadowing other personnel
- Knowledge sharing networks

Education (training)

- Courses (e-learning, face to face)
- workshops
- Classroom trainings
- Attending a conference or seminar
- Professional development
- Certification

Remember: For career goals. Keep it realistic and achievable! 2 – 3 actions at Most! Make it S.M.A.R.T

Common Reasons Managers Avoid Career Conversations

- Lack of time
- Feeling uncomfortable
 - Lack of training and skills
 - Expectations they cannot fulfil
 - Can result in a vacancy to fill
 - Not realizing the cost benefit element



Managing Up

8 tips

1. Adapt your communication style
2. Be service-oriented
3. Warn early of a bad situation
4. Suggest solutions to problems
5. Anticipate their needs and be helpful
6. Display desired qualities and demonstrate your expertise
7. Learn from them
8. Thank them



* By Antoinette Oglethorpe, Leadership Development Consultant and Author

Career Conversation

Who else can help?

- Don't shy away from reaching out to others beyond your supervisor.
- Formally it can be your HR focal points.
- Informally it can be peers or colleagues from other departments.



Any questions?





Upcoming CTT sessions in 2026

29 October 2026 Upskilling – Grow Your Skills

19 November 2026 - Neurodiversity

Evaluation form



**Let us know your thoughts
about the session!**

<https://forms.office.com/e/44zYk1gKwA>

