



# MANAGER'S HOW TO:

## ASSISTING EMPLOYEES WITH CAREER PATHING

Career pathing is the process of determining a career goal and planning how to get there. It has been shown to boost employee confidence, decrease stress and provide employees with an overall sense of empowerment in their work life. The GNWT acknowledges the importance of career pathing and supports the growth and development of its employees. This Manager's How To will assist GNWT managers to support their employees in the career pathing process.

### Tip 1: Schedule Meetings

Weekly or bi-weekly one-on-one meetings, as well as Performance Development check-ins are an important time for supervisors and employees to build a relationship and mutual understanding. With each of your team members, set aside time during their Performance Development check-ins and again at the end of year evaluation to specifically discuss career pathing.

### Questions to get your Discussions Started:

- How are you enjoying your role and the projects you are currently working on?
- What are your favourite projects to work on and your least favourite projects?
- Are there any skills or experiences you would like to work on?
- Do you have a career goal you would like to work towards?
- Are there any projects that are of interest to you that you aren't currently working on?
- Are you interested in gaining experience in any other areas? If so, what areas?
- Are there areas in your career, if any, where I can be of more support?
- Have you started working on your performance development document?
- Are you interested in job shadowing anyone or becoming a mentor to anyone?

### Tip 2: Follow Up

After your meeting, if there are skills your employee wants to develop, goals they want to work towards, or alternative career options they want to explore, follow up and help connect them with the resources they need. The Workforce Development Framework is an excellent resource to get started and can be found online at: <https://my.hr.gov.nt.ca/online-managers-toolkit/learning-development/workforce-development-framework>.

### **Tip 3: Training Reminders**

Remind your employees to take advantage of the numerous existing learning and development opportunities already provided by the GNWT. The GNWT Enterprise Learning Management System is updated regularly and includes a variety of courses and workshops that are facilitated by content experts either employed by Departments and Agencies of the GNWT, or contracted specifically to deliver the course or workshop.

### **Tip 4: Highlight Performance Development**

Highlight and explain the importance of Performance Development to your employees. It is an excellent resource that allows employees to set career pathing goals and stay on track. Learning Goals can include but are not limited to improving competencies, building skills, obtaining training.