



# Career development that works

Are you turning over some of your most productive employees? Are you best and brightest satisfied that your organisation is giving them the career path they want? And if not, what can you do about it? Check out Accela's top tips for proven success:

#### Tip #1

## Understand your employees' career objectives

- Promote and initiate meaningful career discussions
- Ensure employees have awareness of all potential pathways
- Embed as BAU process

#### Tip #3

## Create awareness of competencies required at each job level

- Discuss required job competencies to achieve desired career pathway
- Create competency matrix
- Map future competency matrix against current skill set

#### Tip #5

#### Implement plan to close gaps

- Build coaching plan to raise performance levels or learn new competencies
- Review plan against desired outcomes as BAU
- Track and record

#### Tip #2

#### Benchmark current skill sets

- Review current employee skills
- Relate to current and potential future job competencies

#### Tip #4

#### Analyse skill gaps

- Track and measure current job skills
- Work with employee to create gap analysis
- Obtain mutual agreement on desirable performance levels

#### Tip #6

# Turn managers into best practice career mentors

- Upskill all managers to initiate meaningful career discussions
- Provide resourcing to support managers' employee career development plans

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## Want to know how Accela can assist?

Contact us at **info@accela.com.au** or call **+61 2 9368 7969** for a complimentary review of your career development process.

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