

Career Planning

Guidance for developing this plan:

- We suggest having 3 x 45-minute sessions to define this plan:
 - 45 min session on 'The past'
 - 45 min session on 'The future'
 - 45 min session to review 'The plan to get there'
- Loose open-ended discussion for the past and future sections; your manager will take notes and then you'll synthesise together at the end
- 'The plan to get there section' should be completed by you and then reviewed with your manager in the 3rd session

Ongoing check ins:

- We suggest scheduling a discussion with your manager at least every quarter to discuss your progress, make any changes to the plan

We have also put together some [Career Planning Principles](#) as a Product leadership team to help you

Session 1: The past

- **Goal:** Understand the values and motivations that have been guiding your career to date
- **Prompt/ prep** - come to the session ready to talk through the following:
 - Start with school and work your way to how you got to where you are today
 - Outline key events, pivots and decisions and any themes that you think led to you making these choices
 - Think about your career drivers - which of these [9 career drivers](#) resonate for you? Try the [career drivers exercise](#) if you're not sure.

- **Reward:** For you, a decent standard of living is important. Your primary focus is on being compensated well.
 - **Security:** Your career must provide a solid and predictable future. Your focus is assurance.
 - **Status:** You want to be recognised, admired and respected at work. Your focus is position, the level of your role.
 - **Autonomy:** You crave independence and the ability to make decisions. Your focus is choice, your ability to make your own decisions.
 - **Creativity:** You want to innovate and be identified with original output. Your focus is originality.
 - **Expertise:** Your goal is to achieve a high level in a specialist field. Your focus is mastery, building your level of skill.
 - **Power:** You want to lead others, control how resources are used, choices are made. Your focus is authority.
 - **Meaning:** Your career must create intrinsically valuable work. You want to make a difference. Your focus is contribution.
 - **Affiliation:** You look for fulfilling and substantial professional relationships. Your focus is connection.
- Outline how you think these career drivers have influenced the choices you've made
 - Outline the type of work / problems that bring you energy? And the opposite - what drains your energy?

Session 2: The future

- **Goal:** Understand your dreams for your future and turn it into a clear and tangible vision
- **Prompt/ prep** - come to the session ready to talk through the following:
 - What would you like to be doing at the pinnacle of your career — when you feel challenged, engaged and not wanting anything else . Outline several options if you can't decide on one.
 - What size company do you imagine working for? What industry? IC vs Manager?
 - What opportunities are most exciting for you in Intercom? In contrast, what opportunities are least exciting?

- Do you want more of your manager's [lego](#) or other people's lego

Session 3: The plan to get there

- **Goal:** Map out — in detail — exactly how you're going to reach your career vision
- **Prompt/ prep:** Fill in the table below - exploring 4 themes to consider over an 24-month time horizon; aim for 2-5 actions per theme

Overall career objective: <i>E.g. Progress to X role within Y years or Own my company doing X</i>				
Theme	Action (next 24 months)			
	Qx-y	Qx-y	Qx-y	Qx-y
Developing current role - <i>what can we adjust to your current role to make it more aligned with your long-term career vision</i>	[Who] will do [what] by [when]			
Enhancing your network - <i>who could we connect you with that could inform and influence where you're trying to go</i>				

Planning your immediate next step – <i>let's be explicit about what the next step or role makes sense given your career vision. This will be a direct input into your growth plan (along with your perf review).</i>				
Learning skills from others – <i>What training (e.g. workshops, courses or conferences) could we send you on to get closer to your career vision</i>				

Check ins

- **Goal:** Ensure we are periodically reviewing, reflecting and updating your career plan
- **Prompt/Prep** – Fill in the table below, thinking about:
 - Progress – What progress has been made against your career plan this quarter?
 - Reflections – What have you learnt about your career aspirations and/ or your plan for getting there?
 - Adjustments – What (if any) adjustments are there to your plan? List changes here and update/ append plan above

Quarter	Progress	Reflections	Adjustments
Qx			
Qx			