



## **Creating a Career Advancement Roadmap for High-Potential Talent**

### **Step 1: Identify Individual Goals and Ambitions**

Begin by having a conversation with the high-potential talent to understand their career aspirations and long-term goals. Ask them about the specific roles, responsibilities, or achievements they desire. This will help shape *and align their career advancement roadmap and their* career advancement roadmap and align it with their ambitions.

### **Step 2: Assess Current Skills and Competencies**

Evaluate the high-potential talent's current skills and competencies. Identify their strengths and areas for improvement. This assessment can be done through performance reviews, feedback from supervisors and colleagues, and self-assessments. Consider technical skills and broader competencies such as leadership, communication, and problem-solving abilities.

### **Step 3: Set Clear and Measurable Career Goals**

Work with high-potential talent to set clear, specific, and measurable career goals that align with their aspirations and the organization's needs. These goals should be challenging yet attainable. Divide these goals into short-term and long-term objectives, allowing for incremental progress while keeping the bigger picture in mind.

### **Step 4: Develop a Skills Development Plan**

Identify the skills and knowledge gaps that need to be addressed to achieve the career goals. Collaborate with the high-potential talent to create a skills development plan that includes both formal and informal learning opportunities. This can involve on-the-job training, mentoring, coaching, workshops, online courses, and industry conferences. Regularly review and update this plan based on progress and evolving objectives.

### **Step 5: Provide Stretch Assignments and Opportunities**

Create opportunities for high-potential talent to take on stretch assignments or projects that challenge and expand their skills. These assignments should provide exposure to new responsibilities, allow them to work on cross-functional teams and lead initiatives. Encourage them to take calculated risks and utilize their existing strengths while developing new ones.



### **Step 6: Support Networking and Relationship Building**

Career advancement often requires a strong network. Encourage high-potential talent to build relationships with mentors, sponsors, and influential individuals within and outside the organization. Offer networking opportunities, such as industry events or internal networking sessions. Help them develop effective networking skills and establish a professional presence both in-person and online.

### **Step 7: Offer Leadership Development Programs**

Identify and enroll high-potential talent in leadership development programs that focus on developing critical skills for advancing in their careers. These programs can include leadership training, executive education courses, and workshops specifically designed for high-potential individuals. Such programs can enhance their leadership capabilities and provide exposure to broader organizational perspectives.

### **Step 8: Regularly Review and Adjust the Roadmap**

Continuously evaluate the progress of the high-potential talent against their career advancement roadmap. Hold regular meetings to discuss their achievements, challenges, and adjustments to the plan. Seek feedback from supervisors and peers to gain a holistic understanding of their development and identify areas of improvement or new opportunities that may arise.

### **Step 9: Provide Guidance and Support**

Offer ongoing guidance and support to high-potential talent throughout their career advancement journey. This includes regular check-ins, coaching sessions, and constructive feedback to help them navigate challenges and make informed decisions. Provide resources and tools to enhance their development and address any obstacles they may encounter.

### **Step 10: Recognize and Celebrate Achievements**

Acknowledge and celebrate the achievements and milestones reached by high-potential talent along their career advancement roadmap. Recognize their growth, effort, and contributions to the organization. This recognition not only fosters a positive work environment but also reinforces their motivation and commitment to further career progression.



Remember, each high-potential talent's career advancement roadmap may vary depending on their individual goals, aspirations, and skill sets. The roadmap should be dynamic, regularly reviewed, and adjusted to ensure continued growth and alignment with evolving organizational needs.

## **Key Questions to Ask or Listen for when Creating a Career Advancement Roadmap for High-Potential Talent:**

### **1. What are your long-term career aspirations?**

This question helps identify the high-potential talent's ultimate career goals and provides direction for their career advancement roadmap.

### **2. What specific roles or responsibilities do you aspire to in the future?**

Understanding their desired future positions enables you to align their development plan with the skills and competencies required for those roles.

### **3. What are your strengths and areas for improvement?**

This question helps assess their current abilities and areas where they may need additional development to support their career advancement.

### **4. Are there any skills or knowledge gaps you believe you need to address to achieve your career goals?**

This question allows the high-potential talent to self-reflect on the areas they feel they need to enhance their career progression.

### **5. What are some examples of projects or assignments you believe would provide valuable learning opportunities for your development?**

By asking this question, you can gain insights into the type of experiences they are seeking and identify suitable stretch assignments for their growth.

### **6. Who are your professional role models or industry influencers? Why?**

Understanding who they admire and why can give you insight into the values and qualities they aspire to develop, which can guide their career roadmap.



**7. How do you envision yourself contributing to the organization's strategic objectives in the future?**

This question helps connect their career goals with the goals of the organization, ensuring alignment and reinforcing their value as high-potential talent.

**8. Which areas or departments within the organization would you like to gain exposure to?**

By exploring their interest in different areas of the organization, you can identify potential cross-functional opportunities for their development.

**9. Have you considered any formal education or training programs that could benefit your career advancement?**

This question helps assess their awareness of development opportunities and provides insight into their willingness to invest in continuous learning.

**10. How do you envision your leadership role evolving?**

Asking this question allows the high-potential talent to reflect on their leadership potential and contributes to planning their leadership development journey.

Remember, actively listening to the high-potential talent's responses and asking follow-up questions that probe deeper into their goals, motivations, and developmental needs is crucial for creating a comprehensive and personalized career advancement roadmap.