

Career Planning using the GROW Model

1. Establish the Goal: First, with your team member, you must define and agree the career goal or outcome to be achieved. You should help your team member define a goal that is specific, measurable and realistic.

What are the next step/s you would like to take in your career?

How will this help to move your career forwards?

How does this fit in to your longer-term career plans?

2. Examine Current Reality: Next, ask your team member to describe their Current Reality. This is a very important step: Too often, people try to solve a problem without fully considering their starting point, and often they are missing some of the information they need to solve the problem effectively.

To what extent are you happy with how things are currently going in your career?

What (if any) are the issues in your current role?

What is the effect or result of that?

3. Explore the Options: Once you and your team member have explored the Current Reality, it's time to explore what is possible – meaning, all the many possible options they have for taking their next career step. Help your team member generate as many good options as possible, and discuss these. By all means, offer your own suggestions. But let your team member offer his or hers first, and let him or her do most of the talking.

What could you be doing to help you meet your current career goals?

What are the other options?

What are the benefits and downsides of each option?

What factors will you use to weigh up the options?

4. Establish the Will: By examining Current Reality and exploring the Options, your team member will now have a good idea of how he or she can achieve their Goal. That's great – but in itself, this may not be enough! So your final step as coach is to get you team member to commit to specific action. In so doing, you will help the team member establish his or her will and motivation.

What are you able and prepared to do to move things on?

What will you do now, and when?

What could stop you moving forward?

How will you overcome these issues?

Will this help you to achieve your goal? How?

How likely are you to succeed in this course of action?

What else could you do to ensure success?

What will you do if this doesn't work out?
