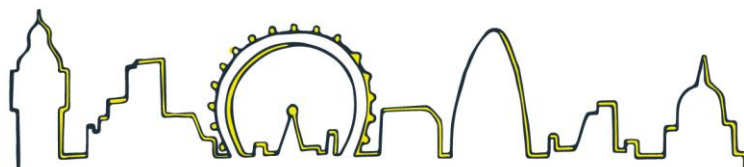


Career clinics

Preparation for the facilitator guide



Resource Pack for Facilitator

Career clinic facilitators should have an awareness of coaching skills, an interest in helping others to develop and an understanding of the opportunities within their organisation.

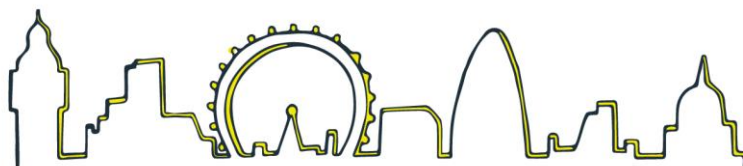
The following information may be useful for the facilitator in preparing for a career conversation.

How to use the CapitalNurse Career Framework in career conversations on the CapitalNurse Website <https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/career-framework> or

Facilitating a Career Conversation Workshop' is available as a self-directed learning option through the CapitalNurse website at <https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/preceptorship>

Before the session

- Book time and space allowing between 45 and 60 minutes for the initial conversation;
- Encourage the nurse to prepare – using either the CapitalNurse Digital Career Framework tool <https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/career-framework> or the preparation pack available, if required – and return their information in advance
- Consider opportunities available in setting;
- Gather feedback from others;
- Think about the nurse, their achievements, what they enjoy doing and where they may like to progress;
- Consider sample questions you may want to ask;
- Use a coaching approach to facilitate the conversation;
- Encourage the nurse to take ownership of the discussion and any subsequent actions they decide to take.



Sample questions

- How has your year been? How have you found preceptorship?
- What are you most proud of?
- What do you want to get out of this session?
- What do you think your key skills are?
- What do you most enjoy?
- Have you thought about what career you want to do?
- How has the organisation met your expectations so far?
- How do you think your colleagues perceive you?
- Are there areas you would like to consolidate further?
- How do you think your skills / talents are being used?
- What do you like / dislike about your job / role?

During the career conversation

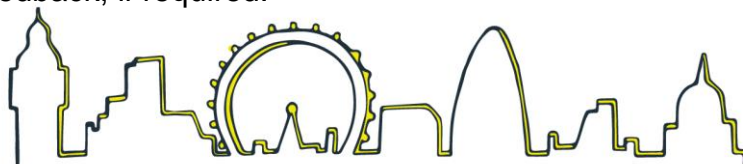
- Find out about the nurse with some general opening questions;

Refer to the material they have prepared and go through either their CapitalNurse Career Framework assessment digital tool using the six key questions and/or the SLOT analysis Current motivation/satisfaction, Career conversation focus paperwork;

- Identify areas they are particularly interested in;
- Go through options and opportunities for them;
- Use a coaching approach - (Goal, Reality, Options & Will (GROW) or Situation, Outcome, Action & Review/Reflect (SOAR) to provide a structure for the conversation.

After the career conversation

- Summarise the conversation, any objectives set and responsibilities agreed;
- Complete any paperwork required by organisation;
- Agree on follow-up after a period of time (one month, six months);
- Gather any feedback, if required.

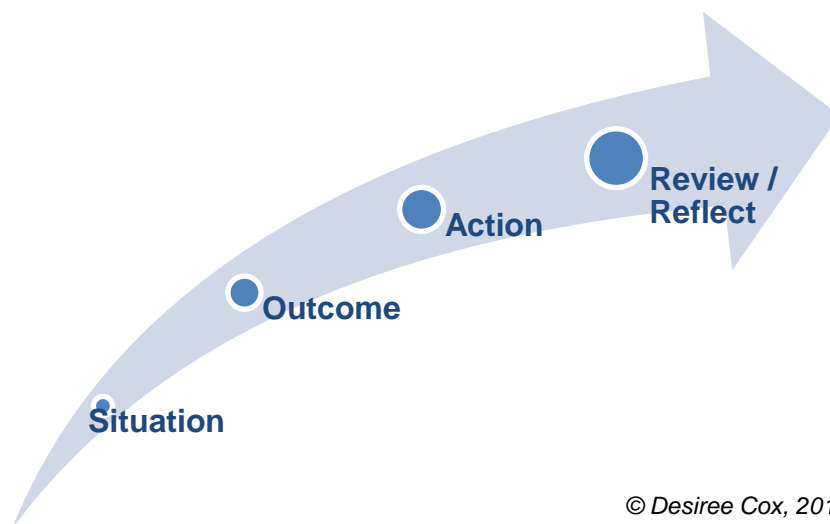


Coaching

Information on the SOAR coaching model is attached with prompt questions for each stage.

SOAR

A coaching model that has been developed specifically for use in healthcare, focuses on considering the Situation initially before identifying the Outcome, looking at potential Actions and completing the cycle with Review and Reflect.

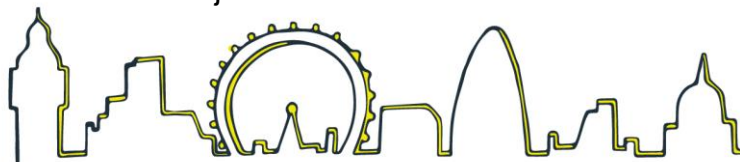


Situation

- Tell me about your current situation.
- What skills / knowledge / competences do you have?
- What are your main responsibilities?
- What would you like to develop?
- Are there obstacles which are stopping you achieving what you would like to?

Outcome

- So what is you would like to achieve?
- How realistic is that in terms of your current commitments?
- What are your longer term objectives?
- What about short-term objectives?



- What is your timeframe for this?
- How would it feel for you when you achieve this?
- How may this impact on other areas?

Action

- What alternatives / options do you have?
- What would you do if you had a clean sheet?
- Which option appeals to you most? Why?
- What are the barriers you may encounter for this option?
- What is your commitment on a scale of 1 to 10?
- What stops you reaching 10?
- What is your timeframe?
- How are you going to measure your progress?
- How can I support you with this?

Review and Reflect

- How is it going?
- Are you where you planned to be in terms of achievement?
- Have you encountered any problems? And if so, how have you overcome these?
- What has gone / is going well?
- What you have learned from the process?
- How satisfied are you with the outcome?

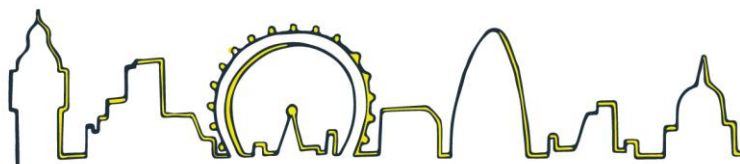
Information

- **How to use the Career Framework in career conversations**
<https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/career-framework> or
https://www.youtube.com/watch?v=xthUMewBD_k

The CapitalNurse Career Framework is a tool to allow nurses to review and develop their career using self-assessment, reflection and feedback from service users and peers. Career conversations are built into the tool at different stages to guide the nurse in relation to their current role and career development opportunities.

The tool is free-to-use and has been designed to advance a London-wide approach to career progression. The tool helps nurses review progress, build confidence and further career options. It can be used in career clinic sessions and is easy to upload for NMC revalidation.

A user guide for the tool is available and videos how to use the career framework portal on the CapitalNurse Career Framework Page (see link above).



- **Facilitating a career conversation**

The preceptorship resources include different models in facilitating a career conversation [Preceptor development resources https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/preceptorship](https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/preceptorship)

