



Human Resources

Supervisors Meeting: March 19, 2026

Career Development as a Leader: Yourself & Your Teams

Learning Outcomes:

- Learn a structured self-check in practice for career development
- Discuss the difference between coaching, supervising, & mentoring and how to identify moments for each
- Access & utilize development resources for yourself and your teams





IN CHAT

Which emoji or GIF best matches how you feel when you think about reflecting on your work and/or helping others do the same?



The Reflect – Gather – Align Framework

A structured approach to checking in with yourself

REFLECT

Where have I been?

Review the past week/month honestly

Name major projects, skills, or stretch areas

Acknowledge progress, even small wins

GATHER

What do I have?

Collect evidence of impact (data, emails, etc.)

Document individual and team wins/contributions

Note patterns: what keeps recurring?

ALIGN

How do I contribute?

Connect actions to your goals & values

Identify 1-2 upcoming priorities

Decide what to delegate, defer, or drop



Takeaway: Win Tracking Template



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YEAR-ROUND DONE LIST
CAREER "WINS" LOG

Why keep a Done List?

When Career Conversations come around, most of us can't remember what we did last year. A Done List helps you write down your wins as they happen. This makes filling out the form much easier and less stressful.

How to use this:

- Set a reminder on your calendar (monthly or every 3 months works well)
- Spend 10-15 minutes writing down what you did
- Don't worry about making it perfect - bullet points are fine
- Write down things that felt important, hard, or good

QUARTER 1 (July - September)

What I did this quarter:

What felt most meaningful or satisfying?

Skills I used or learned:

ZOOM POLL



Are You Wearing the Right Hat?

Supervising vs Coaching vs Mentoring

Use Supervising:

Discussing performance feedback/issues

Specific outcomes are non-negotiable

Employee needs direct guidance



Use Coaching

Specific development and growth

Space/confidence to problem solve is needed

Reflection & ownership matters



Use Mentoring:

Broader career & personal growth

Mentor guidance/expertise

Often voluntary & developmental

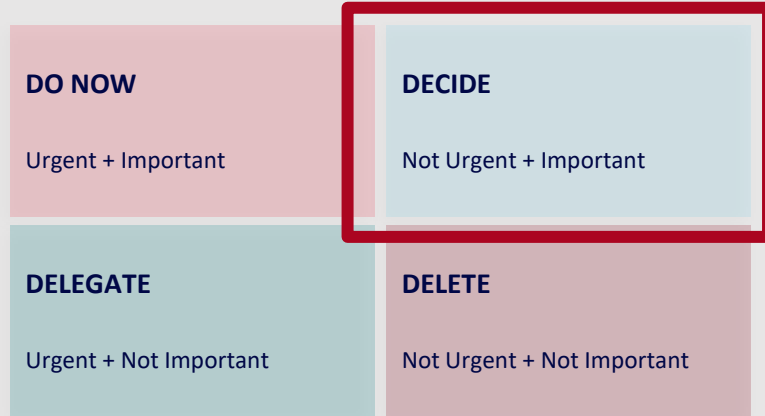


Freeing Up Time to Invest In Coaching

Carry Forward from February's Meeting

Eisenhower Matrix

Delegate to free up coaching time



Delegate the bottom half → coaching time gained.

9

9-Minute Monday

Prioritize team win call-outs

3 min

CARE: Who needs a check-in?

3 min

GROWTH: What can be delegated to a team member?


3 min

RECOGNITION: Identify one person who should get a thank you or a coaching moment

Simple. Repeatable. High-impact.



Coaching employees at different career stages

 LinkedIn · By: Ashley Herd


What this conversation is about



You're having a 1:1 with an experienced employee direct report of yours who's been in their role for a long time and does a fine enough job getting the job done. They don't ask for much and haven't raised any concerns, so you've assumed they're content. But you've realized you don't actually know much about their career to date, or what they want moving forward. In this check-in, your goal is to open a conversation that shows support, uncovers their interests and helps you better tailor coaching to their career stage - even if they haven't been vocal about it.

What makes it successful

1. Explore Their Experience to Learn more about their past roles, strengths and what interests and motivates them.
2. Open the Door to Growth to Invite them to share where they might want to grow, even if they haven't initiated the conversation or thought deeply about it.
3. Tailor Support to Begin building a coaching approach that fits their career stage and needs, as they articulate them.

Who the conversation is between

 Jessica Jones **Me**
Manager

 **LinkedIn AI**
Direct Report 

The AI is only focused on day-to-day work - not because they're uninterested in doing something new, but because they're content where they are. They're not looking to take on more responsibility. Right now, they don't see how they could help others - but with the right support and a low-pressure conversation, they might warm up to ideas like mentoring or training on what they've learned.

Resources & Tools:

[LinkedIn Learning Collections & Courses:](#)

Sharpen Your Personal Learning Strategy
Career Growth & Development
Mentoring Courses

[LinkedIn Learning AI Role Play:](#)

Select scenario – or create your own!
Practice a conversation and get actionable feedback

[Professional Development Newsletter:](#)

Published 3x a year
Feature Articles on HR News

[Life & Work Connections Resources:](#)

Workshops (Virtual)
CredibleMind





Upcoming Workshops: Spring 2026 Offerings

March 25:

Getting Started with LinkedIn Learning & EDGE
2:00PM- 3:00PM, Zoom

April 6-17:

LinkedIn Explorers (Virtual)
Theme: Career Development

Register today or fill out the interest form for future sessions!

April 27-30:

Crucial Conversations (Virtual)
9:00AM-12:00PM, 4 days of learning

Register in EDGE, by April 20th!

Fall 2026

More real-time offerings for Conversations that Matter
& Crucial Conversations!



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IN CHAT

What is one 'next step' item from this meeting you'll commit to in the next week?

