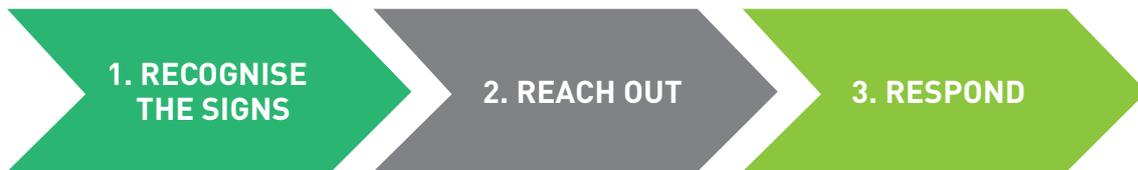




Late career conversations might be initiated by you or an employee, or happen as part of the annual performance cycle. Whatever way the conversation comes up, this ‘conversation framework’ can help you to feel prepared and capable.



## 1. RECOGNISE THE SIGNS

Late career starts with a transition from the past (mid-career) and involves developing a new understanding of our career and life goals. Look for signs that people are thinking differently about their job. Maybe they want more time for their hobbies, a greater challenge, to ‘give back,’ or perhaps they have new priorities such as caring for a family-member.

### Prepare for the conversation:

- Consider what your goals and expectations are for the conversation.
- Choose your mindset; e.g. supportive, curious, a mentor, sounding board.
- Practice how you will open the conversation.
- Have a copy of the Late Career Worksheet with you, and the more detailed Late Career Navigation guide.

Notes:

The purpose of a late career conversation is to give employees a framework and tools to help plan their late career transition. By helping them plan, you will be able to work out what your team member needs to stay engaged or become more engaged with their job.

## 2. REACH OUT

### Tips for opening a conversation:

- Start with an observation; e.g. “I’ve noticed that...”, “I’m curious about...”, “I’m interested to know...”
- Get to the point quickly; explain what you hope to achieve in this conversation.
- Acknowledge that transitions are normal and not always easy.

Notes:

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### 3. RESPOND

Use the Late Career Planning framework (as described in the Late Career Worksheet) to structure the conversation. Remember that you are not aiming to create a plan in this meeting; what you are doing is sharing tools so that your team member is better equipped to make a late career plan for themselves.

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**a. Using the Late Career Worksheet**, explain that values are at the core. When we understand what is important to us, it can be easier to make decisions.

.....

**b. Encourage them to think about their wealth, home and health** using the questions on the worksheet.

You may like to explore **work** with them in a little more depth, asking questions like:

- Do you feel safe and respected at work?
- How happy are you with the work you do?
- Do you have the flexibility you need?
- Are there skills you want to learn and develop?
- What do you think others can learn from you?
- Is there anything in your job that is getting harder?

Remember that by asking these questions you are not promising answers. It may be that you can meet some of your employee's needs, but they may also want to consider other jobs and employers depending on the specific direction they want to take their late career.

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**c. Close the conversation:**

- Confirm any follow-up actions that either of you have.
- Schedule a follow-up meeting if that would be beneficial.

**Notes:**

**Next Steps:**

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## EMPLOYEE RESOURCES

### WORK

- **Policies:** (e.g. flexible work)

### WEALTH

- **Super Funds**
- **Moneysmart:** [moneysmart.gov.au](http://moneysmart.gov.au)
- **National Debt Hotline:** [ndh.org.au](http://ndh.org.au)
- **Services Australia**

### HOME

- **Interest sites:** (e.g. Volunteering Victoria, University of the Third Age)
- **Social supports,** family and friends

### HEALTH

- **Employee Assistance Program**
- **GP** and other health professionals
- **Head to Health:** [headtohealth.gov.au](http://headtohealth.gov.au)

### GENERAL

- **Ageing Workforce Ready Project website:** [www.awrproject.com.au](http://www.awrproject.com.au)
- **SuperFriend resources:** [superfriend.com.au/resources/retirement-transition-resources/](http://superfriend.com.au/resources/retirement-transition-resources/)
- **Books:** (e.g. Retire Smart, Retire Happy by Nancy Schlossberg)