## CAREER CONVERSATION PLANNER: GUIDANCE

Consider the experience and skills given below with a view to identifying areas relevant to your career aspirations, any gaps in your experience to date, and what you wish to gain from the CDR.

The list is intended as a helpful prompt to think about the wide range of skills which could be important to your future career.

**Research & technical skills**

* What research and technical skills have you already acquired?
* What are your key research and technical objectives for the following year or two?

 **Writing & publications**

* What writing experience do you have (e.g. report writing, manuscript writing and editing, assisting with peer review, journal editing)?
* What future writing projects have you considered?

**Communication skills**

* What opportunities have you had to practise your oral communication skills (e.g. lab talks, conferences, outreach and public engagement activities)?
* What specific opportunities could you seek to improve your communication skills?

**Networking**

* Have you attended or presented at conferences / seminars / professional societies (internal or external)? Have you made connections with collaborators outside of your group, in academia, industry, or external organisations?
* What future networking, collaboration, or leadership opportunities can you take advantage of?

**Public engagement with research, knowledge exchange, impact, or outreach.**

* What activities have you undertaken to increase the impact of your research outputs to non-academic public audiences?
* What activities, if any, would you like to undertake over the next year?

**Leadership & management**

* What is your experience of leading or managing junior group members or students (e.g. technical supervision or lab demonstrations)? Have you led on themes or units of a wider research project?
* What experience of leadership do you seek to acquire over the next year?

**Project management**

* What is your experience of project management? Have you devised or coordinated delivery of a project or a theme within a wider research project?
* What experience of project management do you seek to acquire over the next year?

**Funding & awards**

* Have you applied for funded or non-funded awards? eg fellowships, internships, any type of grant, or recognition award?
* What opportunities do you plan to pursue?

**Training & development**

* What training and development opportunities have you participated in within the last year?
* What skills or personal development training might you need?

**Experience outside of higher education**

* What recent experience, if any, do you have in working, paid or unpaid, outside of the HE sector? (e.g. secondment, consultancy)
* What experience would you like to gain in working outside of HE

**Teaching & supervision**

* What experience have you had with teaching or supervising junior group members or students (tutorials)?
* What other teaching and supervising experiences would be beneficial to you?

**Mentoring**

* Do you have recent experience of being mentored or mentoring someone else?
* Would you like to explore joining a mentoring programme (either being mentored or mentoring someone else?)

**CV preparation, job applications, & interviews**

* What experience do you have to date?
* What training and guidance do you seek?

**Remember that you may be able to seek support from the** [**Careers Service**](https://www.careers.ox.ac.uk/researchers) **and also that the Careers Service list of** [**employability skills**](https://www.careers.ox.ac.uk/develop-your-employability-skills) **may be useful in considering further categories.**