



Career Mobility Program

5 Tips for How to Talk to Your Supervisor about Career Mobility

Think. Reflect. Prepare.

Write down:

- Why does this matter to you?
- What's the impact on your career?
- How does it align with life/career goals



Schedule a Meeting.

Use your supervisor's preferred mode of contact. Schedule far enough out that you can prepare, but early enough to have time to create a plan together.



Practice.

Practice makes...better!
Find time to rehearse what you'll say, questions you'll ask, how you might respond.



Create a Plan.

Work with your supervisor to create a plan of action for your participation in this program that mitigates any potential obstacles.



Follow Up.

Be sure to check-in regularly with your supervisor about both your needs and successes. Be sure to give them any dates ahead of time.

