

Bentley Career Success Equity Program

Conversation Starter for Manager-Participant Monthly Meeting

Session #4: Career Advancement GPS – Credibility

Please have meeting with Participant by 2/4/2025

Key Takeaways:

- Introduce **Career Advancement Guideposts** which include (Manager Session #3 Handout in Portal, slide 5):
 - Credibility
 - Visibility
 - Relationships
 - Reputation
- Introduce **STAR Practices** for the Guideposts which include (Manager Session #3 Handout in Portal, slide 7.):
 - Speak Up
 - Take Credit
 - Advocate for Self
 - Relationship with Managers
- **Focus of this Session #4 is on CREDIBILITY at work**
 - Defined Credibility (see presentation in the Portal)
 - Being a Subject Matter Expert (SME)
 - Minimizing non-promotable work
- Attendees' Pre-work asked them to give examples of their Credibility which includes Competence and Emotional Trust (Pre-work is in the Portal)
- Their Action Steps are to:
 - Take ONE action that builds their credibility/SME at work
 - Take ONE action with You (the Manager) where Manager can help develop their credibility at work (Competence / Emotional Trust)

Conversation Starters – Managers to Discuss with Participants:

- Let's discuss your examples of Credibility -- Competence and Emotional Trust in the current role.

- In which area do you want to grow your Credibility / SME? What are opportunities or STAR Strategies that would build your Credibility?
 - *Give participant feedback on their examples – do they align with your definition?*
 - *Help them focus on a priority mindset/action that will help them build their credibility*

- What can I do to further develop your Credibility at work? OR Here is a key action that will increase your credibility in your current role, and help you advance.

** These exercises do not need to be turned in, these are to be used as a guide for the conversation between you and your direct report **