



SEVEN-MINUTE BRIEFING

[Good Conversations](#) – Supporting employee, team and career development.

ONE: BEING YOUR BEST AT WORK

As a Council employee you are entitled to protected and meaningful time with your line manager to discuss work-related objectives for the year ahead, provide feedback and agree any support or learning and development needed for you to be the best you can be.

TWO: WHAT IS INVOLVED? STAGE ONE

Annual conversation – You will be invited to engage in a discussion focused on: What has gone well over the last year? What might have gone even better? and What you want to achieve/focus on for the year ahead? It's an opportunity to step back and take stock by reflecting on the year that's been, what's been accomplished and to get prepared for the year ahead.

THREE: ANNUAL CONVERSATION FORM

Agreed highlights from your conversation will be captured on an [annual conversation form](#). This will include details of what you want to achieve or focus on in the future and capture your objectives and areas for development.

FOUR: WHAT'S INVOLVED? STAGE TWO AND THREE

In addition to the annual conversation, it is best practice for managers to carry out regular check ins throughout the year. These can be included in scheduled supervision sessions. Managers should also have regular check ins which focus on ensuring the team is working well together. These can be incorporated in regular team meetings.

FIVE: ADVANCED PRACTITIONER CRITERIA

If you intend to apply for an Advanced Practitioner post (open to registered Social Workers and Occupational Therapists); a current copy of the [annual conversation form](#) should be submitted along with your application. This should evidence how you meet the criteria, as set out in the [Advanced Practitioner Guidance](#).

SIX: ADVANCED PRACTITIONER PORTFOLIO SUBMISSION

All Advanced Practitioner applications should be submitted to socialservices.training@falkirk.gov.uk Applications will be reviewed by a panel of cross social work service managers.

SEVEN: MEETING LEARNING AND DEVELOPMENT NEEDS

Managers should record employee and team needs using the [Learning and Development Needs Template](#) and submit to socialservices.training@falkirk.gov.uk This information will inform annual learning and development programmes.