



# Supervisor NEWSLETTER

Employee Assistance Program  
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## Supporting Staff in Their Career Development

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**Now more than ever, employee retention is at the top of most managers' minds. Ensure that your employees feel valued and see a path to develop their career within your company. You have an important role in supporting employee career growth so they can build their skills and be motivated at their job.**

Making an effort to show employees they have a clear career path and can reach their goals at your company can provide many benefits:

- Reduce employee turnover
- Boost productivity and morale at work
- Attract the best candidates

Career development is a win-win for both employees and employers. Solid career paths can inspire employees and help them improve their skills. This motivation can also encourage employees to be more engaged at work.

### Ideas for career support you can give:

1. Make an appointment with each employee to discuss their career plans and see if you can help.
2. If an employee seems unsure, make suggestions on directions for career growth. Paying close attention

during projects can help you notice their strengths. Ask about their outside interests. Taking an interest in what an employee enjoys outside of work can help identify what they can bring to their job and future career.

3. Offer mentorship. According to a Deloitte Millennial Survey, employees with mentors report 81 percent higher job satisfaction. Mentorship provides a resource for advice and an opportunity to develop leadership skills.
4. Look into your company's training and education offerings, such as tuition reimbursement, and ensure that your staff are aware of all opportunities.
5. Provide opportunities for your employees to work with others, as well as a chance to have influence and be visible to upper management. Ask for their opinions and suggestions, and delegate opportunities to them to organize and direct activities.
6. Don't keep the best assignments for yourself. Doing this dampens team spirit and hampers performance. Look for opportunities that will allow other team members to develop new skills and perform at a high level.
7. Provide frequent feedback. Be sure your employees know that you are noticing their efforts. Receiving positive feedback is one of the top indicators of job satisfaction and this translates directly to a feeling of success.
8. Be sure to accept feedback as well. Be open to suggestions from employees and listen to any criticism on your own actions.