

Career Growth Conversation Script

A Step-by-Step Guide to Discussing
Promotions with Your Manager



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Part 1: Prepare for the Conversation

Before the Meeting:

1. Review Your Achievements:

- List 3-5 measurable wins (e.g., “Led a team that boosted sales by 20%”).
- Tie them to company goals (e.g., “This supported our Q3 priority to expand into new markets”).
- Can you name 3 skills you’ve helped others develop?

2. Research Market Data:

- Use Glassdoor or Payscale to benchmark your salary/role.
- Have you led a cross-functional project (even unofficially)?
- Did you resolve conflicts or make key decisions during the project?

3. Schedule the Talk:

- Send a calendar invite titled “Career Development Discussion” (not “Promotion Chat”).



Part 2: Opening Lines to Start the Conversation

Goal: Set a collaborative tone.

Script:

“I’m really invested in growing with the team and wanted to discuss how I can contribute at a higher level. Could we talk about what skills or experiences I’d need to develop to prepare for [target role]?”

Why It Works:

Focuses on growth, not demands.



Part 3: Questions to Ask Your Manager

Goal:

Get clarity on expectations.

1.Skill Development:

“What skills do you think are most critical for someone in [target role]?”

2.Opportunities for Growth:

“Are there upcoming projects where I could take on more leadership responsibilities?”

3.Timeline:

“What would a realistic timeline look like for me to move into this role?”



Part 4: Responding to Feedback

Scenario 1: “You need more leadership experience.”

“I’d love to gain that experience. Could I shadow a senior leader on the next project or co-lead the upcoming client meeting?”

Scenario 2: “We don’t have budget for promotions right now.”

Your Response:

“I understand. Could we revisit this in 3-6 months if I achieve [specific goal]? In the meantime, could I take on a stretch assignment to build those skills?”



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Part 5: Follow-Up Email Template

Subject Line: “Next Steps from Our Career Discussion”

Hi [Manager’s Name],
Thank you for our conversation today. To recap, I’ll focus on developing [skill] by [action], such as [specific task/project]. I’ll send a progress update by [date]. Please let me know if you’d like to adjust this plan.

Best, [Your Name]

Pro Tips to Avoid Pitfalls

Don’t: Threaten to quit or compare yourself to peers.

Do: Frame requests as “How can I help the team succeed?” vs. “What can you do for me?”

Practice: Rehearse with a friend to sound confident, not scripted.



Real-World Success Story

Case Study:

After using this script, Priya (a marketing coordinator) asked her manager: “Could I lead the next campaign to build my project management skills?” Six months later, she was promoted to Marketing Manager.



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