Career Development:
A Sample Annual Conversation Calendar

RIVCO 1HR
learning & organizational development

Build career development into existing one-on-ones, performance discussions, and everyday coaching.

How to use this example

This calendar illustrates possible pacing and frequency, not a required schedule. Managers should adapt the timing, topics, and depth of conversations to operational needs, performance review cycles, and each employee's goals, readiness, and circumstances. Conversations may be combined or revisited as needed.

JANUARY

Monthly 1:1
Check in on work, growth, feedback, and support.

Performance & goals
Review prior-year progress and development goals.

FEBRUARY

Monthly 1:1
Check in on work, growth, feedback, and support.

Development Planning
Set or refresh career and development goals.

MARCH

Monthly 1:1
Check in on work, growth, feedback, and support.

Discussion
Use the discussion to follow up on prior goals.

APRIL

Monthly 1:1
Check in on work, growth, feedback, and support.

Career Conversation
Explore interests, strengths, and future opportunities.

MAY

Monthly 1:1
Check in on work, growth, feedback, and support.

Recognition
Acknowledge contributions and growth.

JUNE

Monthly 1:1
Check in on work, growth, feedback, and support.

Midyear Reflection
Review progress and adjust development goals.

JULY

Monthly 1:1
Check in on work, growth, feedback, and support.

Discussion
Use the discussion to follow up on prior goals.

AUGUST

Monthly 1:1
Check in on work, growth, feedback, and support.

Career conversation
Discuss skill building, experience, and next steps.

SEPTEMBER

Monthly 1:1
Check in on work, growth, feedback, and support.

Recognition
Recognize progress and contributions.

OCTOBER

Monthly 1:1
Check in on work, growth, feedback, and support.

Discussion
Use the discussion to follow up on prior goals.

NOVEMBER

Monthly 1:1
Check in on work, growth, feedback, and support.

Career conversation
Revisit aspirations and development priorities.

DECEMBER

Monthly 1:1
Check in on work, growth, feedback, and support.

Recognition
Celebrate learning, progress, and achievements.

Keep the conversation continuous
Document agreed next steps, create opportunities to practice new skills, and follow up during subsequent one-on-ones.