



Stepping up: How to Talk Education and Career Goals with Your Manager

Pursuing your higher education goals can be a big step towards personal and professional development. It's important to loop your manager into the process, as it demonstrates your initiative and shows your commitment to organizational goals.

Our guide shows you how you can navigate that conversation with your leader.

► Understanding Your “Why”

Higher education is an important part of your growth, equipping you with skills and knowledge for the future. It can also be a means to open up new opportunities for personal and professional fulfillment.

Start by Defining Your Career Goals

- 1 Where do you see yourself in the next five to ten years? Are you aiming for a specific role?
- 2 What skills/additional knowledge do you need to get there?
- 3 What are your strengths and how can they be enhanced or supplemented through further education?

► When and How to Talk to Your Manager

Try to have a one-on-one conversation at an appropriate time, like during a performance review or a weekly check-in. Approach the conversation with a clear outline of how further education can benefit both you and the organization. Consider how your educational goals align with your company's objectives, showing how your growth can lead to team and organizational growth.

Follow these steps to get started:

- Use our conversation planner template on the next page to draft a script for the conversation.
- Set a time to meet with your manager.
- Get familiar with your organization's tuition benefit policy.
- Discuss your plans with your support system (get the guide [here](#)).

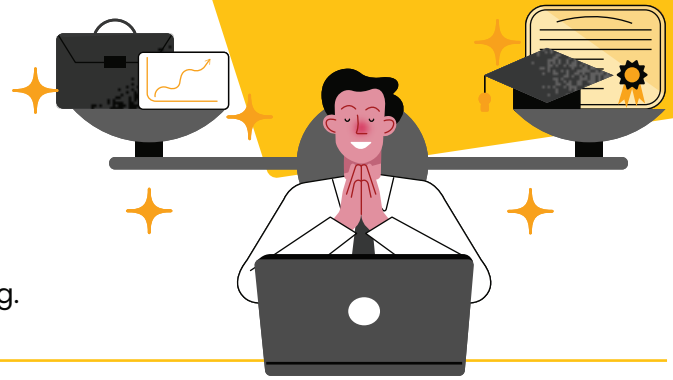
► How to Make the Most of Tuition Savings

You may be eligible for [employer tuition benefits](#) through your organization. Talk to your HR team or manager to find out what benefits they offer. Additionally, you can look to see if you are eligible for DeVry Tuition Savings with the [Employer Finder Tool](#).

► Set a Plan and Follow Up

Ideally, you walk out of the meeting with encouragement from your manager and a plan for next steps. If there are any questions that arise, make sure to bring those answers back to your leader. It's important to have ongoing communication with your manager to keep them informed of progress and clear about the support you'll need to be successful.

Conversation Planner Template



Use this template to map out your intended conversation with your manager. It will help you feel more prepared going into the meeting.

▶ STEP 1

Set the stage by explaining why you want to have this discussion and why it's important to you.

▶ STEP 2

Share your goals you mapped out on the first page and listen to your manager's thoughts. You can take notes here:

▶ STEP 3

Discuss ideas and explore what resources or support you might need. Detail tuition benefits, schedule flexibility or other resources required.

▶ STEP 4

Lay out the actions you both agree on, including any backup plans. Decide how you'll track progress.

▶ STEP 5

Summarize the key points of your plan and confirm your confidence and commitment to making it work.

Ready to get started on your higher education journey?

[Learn more](#) | Give us a call: 866.338.7991