



Everyday ways to support career development: A toolkit for line managers



You don't need a big budget or complicated plans to help your team grow. **These simple, everyday ideas can make a real difference** – and show your people that their development matters.

Start small with the right conversation

Career conversations don't need to be formal or high-pressure. They're just that – conversations. A chance to understand what matters to each person and what might help them grow.

Try asking:



What kind of work energises you the most?



Is there a skill or area you're curious about right now?



Where would you like to be in a year or two – and what might help you get there?

You don't need all the answers. Just being interested and asking the right questions is a powerful first step.

Spot everyday opportunities to support growth

Career development doesn't have to mean training courses or big moves. It can come from small, meaningful moments – especially when someone's encouraged to try something new or stretch themselves a little.

If someone wants to...

Explore a new skill



Build confidence



Learn about the business



Try something new



Grow into a future role



You could...

Let them shadow a colleague or take on a small task that's outside their usual role

Ask them to lead part of a meeting or share something they've worked on

Set up a quick chat with someone in another team

Invite them into a short-term project or suggest a task swap

Help them spot which skills they'll need and find low-risk ways to practise them

Little things, done consistently, build trust and confidence over time.



Help them take ownership

You can't develop someone's career for them – but you can give them the space and support to take charge of it.

Try this:

- **Encourage them** to set one development goal this quarter
- **Check in** gently during 1-2-1s: "How's it going with that goal?" or "Is there anything I can do to help?"
- **Celebrate effort and learning**, not just results

Not everyone wants to climb the ladder – growth might mean doing something they love, just a little better every day.

Lead by example

Your own learning mindset helps set the tone. When you show that growth matters to you too, it gives your team permission to explore and stretch.

You might:


Share something you've learned lately


Mention a challenge you're working on


Recommend a podcast, article or event you found useful


Ask for feedback and say what you're doing with it

You don't need to be perfect. You just need to be open.

Want to take it further?

If your team's ready to explore more formal development, **Breathe's Learn add-on** makes it easy to assign training, track progress and keep everything in one place – no spreadsheets or sticky notes needed.

Because helping your people grow shouldn't be hard work.



[Support your team with Breathe Learn](#)