Career Plan

Name:	
Current Position:	
Date:	

The first step in planning one's own career is evaluating and understanding his/her aspirations; strengths; interests; drivers and other influences.

_____
_____
_____
_____

For an objective assessment, one should seek guidance from others as well. A discussion regarding the individual's career aspirations, strengths and development needs during a performance review is regarded as a minimum. Informal discussions throughout the year with various people are encouraged.

One should also make a list of the people he/she discussed his/her career goals with:

- ❑ Manager
- ❑ Professional Leader
- ❑ Educator
- ❑ Mentor
- ❑ Career Development professional
- ❑ Other (please state) _____

Throughout one's own self-assessment, the individual might have identified particular skills or areas of knowledge he/she wishes to further develop. What are these?

<u>Development Opportunities</u>:

_____
_____
_____
_____
_____

<u>Explore different possibilities</u>

One should research the different possibilities of development and career pathways that are open and attractive to himself/herself. Consider the self-assessment outcomes.

Possibility 1: _____

Prerequisites and requirements to achieve this option:

_____
_____
_____
_____

Possibility 2: _____

Prerequisites and requirements to achieve this option:

_____
_____
_____
_____

Possibility 3: _____

Prerequisites and requirements to achieve this option:

_____
_____
_____
_____

DECIDING:

Consider the suitability and appropriateness of each option and decide (which one is the best match to his/her aspirations and workforce needs. Before making the decision, consider also:

- What are the perceived barriers/obstacles and how can they be overcome
- Outside of work commitments
- The level of involvement required
- Which of these options responds best to the current employer or workforce needs?

_____
_____
_____
_____

Based on the choices one has made, and the opportunities for development he/she has identified, one should write down his/her own goals.

Goal 1

_____
_____
_____
_____

What is required to achieve this goal:

_____
_____
_____
_____

Goal 2

_____
_____
_____
_____

What is required to achieve goal 2:

_____
_____
_____
_____

Goal 3

_____
_____
_____
_____

What is required to achieve goal 3:

_____
_____
_____
_____

Make it Happen: Way Forward

Agreed course of action plan

Start date	**Completion date**	**Skill, experience, knowledge to be gained**	**How will this be gained?** **(e.g. on the job experience, formal/informal seminars/courses, coaching/mentoring etc)**	**Provider (e.g. workplace educator, university, coach/mentor etc**

Assessing the effectiveness of the action plan

Specify how to assess the extent to which the agreed course of action has achieved the stated goals.