

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?

Development Opportunities:

Explore different possibilities

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.