

Developing Your Career Plan

Deliberate actions should be taken towards every successful career in planning and execution if success is expected.

A good career plan is a personalized strategic document that contains a list of immediate, and long-term career goals and action steps which you intend to take in order to achieve such goals. This plan will help guide your choices and decisions regarding training programs to enrol for, career relationships to develop, researches to do, and organizations to affiliate with to boost your career outlook and make you a desirable candidate in the workplace.

This template is divided into 4 critical sections you should follow sequentially when developing your plan. Each section can be expanded to accommodate your unique information and details as the need arises.

Section 1: About Me?

The first step in planning your career is evaluating and understanding your aspirations; strengths; interests; drivers and other influences.

Some aspects you can evaluate include:

- My Key Strengths
- My Technical Skills
- My Work Values
- My key fields of interest

Briefly record these here if you wish (optional)

TIP:

To get a balanced and objective assessment, go beyond yourself and seek feedback from other unbiased and respected individuals as well concerning these areas under review.

Who have you discussed your career with?

- Manager
- Professional Leader
- Professional/clinical Supervisor
- Educator



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- Tutor (at tertiary institution)
- Mentor
- Career Development professional
- Other (please state) _____

List out identified areas you wish to develop on.

Development Opportunities:

Section 2: Possibilities

Conduct a detailed research on the development possibilities and career pathways that are open and attractive to you keeping in mind information from your self-assessment (Section 1) and future job satisfaction needs.

Make a list of the top 3 desirable paths or career options

Path Option 1: _____

Description:

Prerequisites and requirements to achieve this option:

Path Option 2: _____

Description:

Prerequisites and requirements to achieve this option:

Path Option 3: _____

Description:

Prerequisites and requirements to achieve this option:

Section 3: Making Choices

Consider the suitability of each option and decide (with the assistance of the person you report to) which one is the best match to your 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 my options responds best to my employer and workforce needs?

Based on the choices you have made, and the development opportunities you have identified now write your goal(s). Aim to make each goal as specific as you can.

Goal 1

Required to achieve goal 1:

Goal 2

Required to achieve goal 2:

Goal 3

Required to achieve goal 3:

Section 4: Make it Happen

In order to achieve your goals you need to have an agreed course of action. You and your manager/mentor need to have a clear understanding of what steps you will be taking, the commitment needed by both you and your manager/mentor and relevant timeframes to achieve the goals.

In the table below, itemize each action you will take to achieve your goals. Actions can include, courses to take, organizational affiliations, internships, skills to acquire etc.



Action Plan Towards My Career Goals

This career plan provides the basis for ongoing career discussions between the employer and Manager/Mentor.

Skill, experience, knowledge to be gained	Start Date	Completion Date	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:

1. _____

Review Dates

Progress on the agreed course of action will be reviewed on: _____

This career plan will be reviewed on: _____

Manager/Mentor Sign-off

Name: _____

Title: _____

Date: _____

Employee/Trainee Sign-off

Name: _____

Title: _____

Date: _____