

Career & Annual Development Plan

PART 1: CAREER PLAN

PURPOSE: To support you to identify the path to your ultimate career goal through the creation of a career plan that examines development opportunities and needs on a stage by stage basis. This plan should be revisited on an annual basis.

INSTRUCTIONS:

- **STEP 1: Career Goal** - Identify your career goal - what you want to achieve and where you want to achieve it. This does not necessarily mean identifying a specific role or a specific organization, it means outlining the conditions that will lead to your career fulfillment (see below).
- **Step 2: Stage 1-3 Goals** - Use the Stage columns to outline specific positions / opportunities that you will aspire to in pursuit of your ultimate career goal. First outline the position or opportunity that you will seek out. Note that this does not have to reflect a new role or position; this may be an expanded description of your current role, a unique development opportunity in a different department, etc., but it should be a position or opportunity that will demonstrate a critical step in pursuit of your ultimate career goal. Then, define the critical knowledge, skills / abilities, and experiences that you will need to attain or fulfill that position or opportunity. Define each using SMART.
- **PROCEED to PART 2:** After completing the 2 steps of the Career Plan, proceed to PART 2: Annual Development Plan. With your career plan setting the context, you will be able to use this planning template to create specific plans for your annual development.

STEP 1: CAREER GOAL

What you want to achieve, where you want to achieve it, how you want to be seen.

For example: “A senior position directing the training and development strategy for an innovative, medium sized west coast organization. Recognized within the local community as an expert in implementing integrated T&D programs that facilitate career development, employee engagement and foster a learning atmosphere.”

STEP 2:	STAGE 1 Expected Timing: mm/dd/yyyy - mm/ dd/ yyyy	STAGE 2 Expected Timing: mm/dd/yyyy - mm/ dd/ yyyy	STAGE 3 Expected Timing: mm/dd/yyyy - mm/ dd/ yyyy
OPPORTUNITY / POSITION			
CRITICAL KNOWLEDGE TO ACQUIRE	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
CRITICAL SKILLS / ABILITIES TO ACQUIRE	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
CRITICAL EXPERIENCES TO ACQUIRE	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪

PART 2: ANNUAL DEVELOPMENT PLAN

PURPOSE: To support you to identify an annual plan to achieve progress toward your ultimate career goal. See the Career Plan template for support in outlining your annual goals.

INSTRUCTIONS:

- Step 1: Opportunity / Position - Use the Stage column from the Career Plan template to outline the position or opportunity that you are seeking to master.
- STEP 2: SMART Goals - Outline the critical knowledge, skills / abilities, and experiences that you will need to attain or fulfill that position or opportunity. Define each using SMART. This will allow you to measure your progress and attainment of the goal in a more concrete way.
- STEP 3: Action Plan - Outline the key activities that you will complete and timelines (start - end) that you will take part in to achieve your goals.
- STEP 4: Support / Resources - Outline support and resources such as key individuals, training activities, etc. Ideally, one of your resources will be a person who will work with you through the process (typically a boss or a mentor).
- STEP 5: Check-ins - Check-in on a quarterly basis to ensure you are on track. If not, re-examine your plan and make adjustments as required.
- STEP 6: Outcomes - For each SMART goal what was the outcome? Did you achieve the goal? Do you need to carry the goal over? Did you find a new skill or area of interest that might impact your career decisions? Outline your annual outcome and use the information to revisit your overall career plan and to inform your planning for the next year.

STEP 1: Opportunity / Position			
Stage (circle one):	1	2	3
Stage Duration:	mm/dd/yyyy - mm/ dd/ yyyy		
Duration of this plan:	mm/dd/yyyy - mm/ dd/ yyyy		
Opportunity / Position:			

STEP 3: Annual SMART Goals		STEP 4: Action Plan		STEP 5: Support / Resources	STEP 6: Check-ins						STEP 7: Outcomes
		Key Activities	Timelines		Q1		Q2		Q3		
					On track	Off track	On track	Off track	On track	Off track	
KNOWLEDGE	1.										
KNOWLEDGE	2.										
SKILLS / ABILITIES	1.										
SKILLS / ABILITIES	2.										

STEP 3: SMART GOALS		STEP 4: Action Plan		STEP 5: Support / Resources	STEP 6: Check-ins						STEP 7:
		Key Activities	Timelines		Q1		Q2		Q3		
					On track	Off track	On track	Off track	On track	Off track	
EXPERIENCES	1.										
	2.										