

CAREER DEVELOPMENT PLAN

Most people do not have a career development plan. They will either form their next career move in their mind or will take hold of an opportunity when it arises. Having a career development plan, can help you focus and ensure your move between jobs and/or careers is less stressful. Below you will find a number of questions that will assist you in creating your career development plan. The more honest your answers, the more relevant your plan will be

Revise your career development plan every 12 months and adjust as necessary

NAME: _____

Work History to date (brief outline)

Interests and hobbies

What do you enjoy doing?

What motivates you to do your job well?

List five values that are important to you.

Of these values, which do you consider to be the most important?

What strategies do you use to learn new skills or information?

What barriers are holding you back from achieving what you want?

Are there any significant 'missed opportunities' in your life?

If someone who knew you intimately were to describe you, what three words might they use?

What are your strengths?

How can you build on your strengths?

Describe your "ideal life"?

CAREER OBJECTIVE/S

Option 1

Option 2

Option 3

CAREER GOALS

Short Term (next 3 months)

Short Term (next 6 months)

Short Term (next 12 months)

Long Term (2-5 years)

TRAINING NEEDS ANALYSIS/SKILLS AUDIT

Skills (All existing, current skills and qualifications)

Strengths

Development Areas

Skills Required To Meet Career Goals - Short Term:

Skills Required To Meet Career Goals - Long Term:

TRAINING REQUIRED TO MEET CAREER GOALS

Short Term Training

Long Term Training

RECOMMENDATIONS

(Please prioritise from most likely to least likely options that would lead to achieving your career goals)

COMMENTS

Date _____