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Career Development Plan

Name: _____ Position: _____

Department: _____

Center Name: (2020) (2021) (2022) (2023) (2024)

Development Plan

A. Short-Term Goals (2020-2021) (2022-2023) (2024-2025)

Activity	Required Training	Target Date	Notes	Cost	Resource
Activity 1.1	Development of Training	2020	2020/01	20000000	Online
Activity 1.2	Development of Training	2021	2021/01	20000000	Online
Activity 1.3	Development of Training	2022	2022/01	20000000	Online
Activity 1.4	Development of Training	2023	2023/01	20000000	Online
Activity 1.5	Development of Training	2024	2024/01	20000000	Online

Long-Term Goals (2026-2027) (2028-2029) (2030-2031)

Activity	Required Training	Target Date	Notes	Cost	Resource
Activity 2.1	Development of Training	2026	2026/01	20000000	Online
Activity 2.2	Development of Training	2027	2027/01	20000000	Online
Activity 2.3	Development of Training	2028	2028/01	20000000	Online
Activity 2.4	Development of Training	2029	2029/01	20000000	Online
Activity 2.5	Development of Training	2030	2030/01	20000000	Online

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My Career Development Plan Guidelines

Goal: Your specific, relevant career goal. The goal should be focused and clear.

Current Situation: Your current education. For example, Associate Degree in Health Administration.

Required Education: Any education (bachelor or doctoral) needed to reach your career goal.

Career Development: Available to explore various fields and choose your career path.

Required Development: Any additional skills or experience you need to reach your career goal.

Step 1: The first step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 2: The second step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 3: The third step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 4: The fourth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 5: The fifth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 6: The sixth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 7: The seventh step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 8: The eighth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 9: The ninth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Step 10: The tenth step you must take to reach your career goal. The goal is to develop your skills and experience to meet the requirements of your career goal. You should also consider your current situation and the requirements of your career goal. You should also consider your current situation and the requirements of your career goal.

Target Completion Date: Specify a date when you expect to complete the goal.

Career Progression Plan Template



Personal Leadership Development Plan

PART I—SETTING THE CONTEXT FOR STRENGTHS-BASED GROWTH

Name:		Date:
Personal Purpose	Leadership Aspirations	
Readiness to Learn/Personal Analysis Consider the indicators for the Instructional, Adaptive, and Transformational Leadership Modes. What are your strengths? What are your areas for growth? In what areas might you need help assessing your current capacity?		
Strengths	Mode	Areas for Growth
	Instructional	
	Adaptive	
	Transformational	

PART II—DEFINING LEARNING GOALS

What do I want to learn?	What do I have to do to learn this?	What support and resources will I need?	How will I measure success?	When will I check my progress?

Job Shadow Now it's time to go out and talk to someone within your preferred occupation, or even better, shadow someone at work. Getting a first-hand view of what a typical day is like and hearing directly what someone with experience has to say about this occupation and profession is very beneficial in this process. Keep reading to find an employee development plan template that works best for you: Top 3 Employee Career Path Examples Nobody wants to reinvent the wheel, and that's why we're excited to share a few of our favorite planning tools with you. This plan should be developed by the employee and their manager together, adding more detail and steering into the appropriate direction where necessary. In doing so, you'll ensure that deadlines will met, the project will stay on track, there will be enough resources available and the task will be completed. Cultivating a culture of growth helps you identify high-potential employees who could innovate the new products, services, and processes that will launch your company into a whole new level of success. Individual Development Planning Template The Individual Development Planning Template from Canada's HR Council lays out a great framework for getting employees to think about their skills and goals. 3. According to Deloitte, 88% of employees believe a distinct workplace culture is important to business success, and more engaged employees grew revenue around 250% more than companies with less engaged employees. Time-bound: Goals need deadlines. 2. Many companies use project plan templates to help them develop their work project plans from beginning to end.Create an OutlineThe work project plan should consist of an outline that's broken down into goals, strategies, objectives and tactics. MORE FROM QUESTIONSANSWERED.NET Measurable: This feeds into the need for specificity. If these questions are on your mind, you are not alone. Additionally, your organization's managers should have a strong commitment to their own professional development plans. Completing the survey produces two results. 1. If it sounds like a lot of work—it can be, but it doesn't have to be. This is the easiest part of the career planning process. In order to find out, you need a good vocational aptitude tool that matches your interests and aptitudes to real occupations and career opportunities. Defining your goals as narrowly as possible will help you develop an understanding of your overall needs. While you are studying or working, look for internships, part time work in your chosen industry, or mentors who can guide, advise you and provide connections to job opportunities. Developing a work plan helps to articulate the steps required for achieving a goal. Employee development plans provide staff, management, and HR with written documentation of each person's professional goals. This tool is great for helping driven and high-achieving employees delineate their plan toward goal completion. Reality: Make sure the employee's career goal is grounded in reality. Read our eBook, "The Ultimate Guide to Employee Engagement" for insights on making your organization a more meaningful place to work. Employees shouldn't say they want to make more sales next quarter—they want to make 25% more sales next quarter. When it comes to cultivating growth in new employees, it's best to develop a plan with each individual. Do they need to pursue additional training or gain more experience in a particular area? Sometimes growth is messy. Also look at how you're managing your resources. Then, it matches your strengths and expressed interests to a range of occupations that will allow you to put your interests to work and identify the education you will need to reach different levels of an occupational hierarchy (e.g. high school teacher or college professor; machinist or mechanical engineer). First, it summarizes your personal interests and aptitudes. Your objectives tie into your strategies in the form of deliverables. Relevant: It's wonderful to set goals for one's personal life, but ensure this particular goal is directly tied to their work responsibilities. According to Gallup, 70% of the difference between excellent, good, and bad cultures is based on the knowledge, skills, and talent of the team leader. Want more HR tips? Options/obstacles: What might stand in the way of this employee achieving the goal? As the employee outlines their plan to grow into that pinnacle career, a manager can assist them with input about what skills and jobs could help them along the way. This is a guest post from Thomas Kochan, Professor of Management at MIT Sloan School of Management and one of the professors teaching Shaping the Future of Work. Are you unsure about what career you'd like to pursue, about what you'd be good at doing, or what you have to do to realize your dreams for the future? These documents can get department heads geared up to put their team members on the right career paths. It's great to aim high, but no mail clerk will become CEO in six months. Then, they are asked to consider their knowledge gaps and what tools or training they need to achieve their goals. For more information on employee development plans, check out our HR HotSpot webinar on Crafting Meaningful Development Plans. Outline a concrete plan for how to get from where you are now to the first, or for those employed, the next job in your preferred occupation. For staffing solutions that work for your organization, contact TERRA Staffing Group today. Make sure the employee knows when they will need to re-evaluate their performance to assess whether they achieved their goal. For example, if you're working on a project that calls for 25 people and your team currently consists of 15, you'll need to recruit temporary workers (perhaps using a recruitment plan template) or be strategic with how the work is assigned to each member of your team. The best source of bargaining power individual workers can muster is to keep their skills up-to-date. Develop your Plan After you've obtained an understanding of the job, next comes the planning part. Career Path Worksheet For a more career path-focused format, consider the Career Path Worksheet template from the Society for Human Resource Management. Make sure their goals are realistic. So don't focus too much on the results. No plan stands a chance of being implemented unless it considers how it will affect all aspects of your life! 4. Make Sure Leaders Continue to Develop The most effective managers lead by example. Learners have found it to work well for them; maybe it's worth a try for you. It sets demonstrable objectives with measurable objectives that are possible to be transformed into concrete actions. The more specific, the better. Your goal should state the mission of your project. A new staff member's manager should take the time to get to know them and learn about their talents and goals. Additionally, the worksheet encourages the employee to consider how their skills and goals fit into the needs of their organization. These plans help simplify the process when things get too complicated. Here's how you can do it. Instead, focus on the project itself.Planning Activities and Resource ManagementUtilize planning worksheets to develop step-by-step activities and tasks for your team to follow throughout the project. Way forward: What are the action steps the employee will take to make their goal happen? When it comes to company culture, leadership makes all the difference. Take the test Are you not sure about what you are good at or what kind of work you want to do in the future? In this way, you'll be able to better determine the overall outcome for success. There is no substitute for this human touch! 3. Company culture and values are growing priorities for employees and job-seekers, and employee engagement is more important than ever. This makes the educational experience all the more motivating, satisfying and rewarding because it connects you to the community you want to join. Many of your peers are asking these same questions and exploring them through this exercise, as well as learners in our online course, Shaping the Future of Work. In our course, we use a tool that is free and that our students tell us works quite well, the U.S. Department of Labor's Career Profiler. By following these steps you can set yourself up for a life-long career. Join us in this effort to improve work and career opportunities for you and for everyone in the workforce of the future. Assign specific activities to team members to help meet the objectives of your work project plan. For example, if you want to make your business more profitable, an objective could be reducing marketing costs, and the strategy for that could be achieving a reduction of 25 percent per acquisition. Finding where those facets intersect with the company's objectives and opportunities—that's the sweet spot where the employee and company can work together in incredible ways. Here are the best professional development plan templates to help your new staff members get off on the right foot. Many companies use work project plans, and these guidelines explain how to create them.What Is a Work Project Plan?A project plan is a document that represents and specifies the goals, objectives and tactics of a program or project, as well as its tasks, leading activities, timing, sequencing and who will be responsible for everything. The subsequent sections help them develop a plan to get to that pinnacle. Most young people ask themselves these questions, which is why in Shaping the Future of Work we walk our students through a simple five step career planning process. However, it is important to note that looking at too much information will muddle the results. Plan for Life-Long Learning Today, and especially in the future, no one should assume that their education is completed when they finish their formal schooling and enter the workforce. Goal: What are the employee's career development goals? And the only way to identify those opportunities is to engage staff in meaningful conversation on these topics. Download the eBook More Ways to Drive Employee Growth Cultivate a Culture that Encourages Growth In order for staff members to really maximize their potential, the organization has to create and maintain a workplace culture that encourages growth. When team collaboration is effective, a work plan project document can act as a tool for guidance to help companies realize outcomes. Gain Experience and Network Getting the education needed is not independent of the others. When outlining your strategies, you should focus on your goals and what you need to achieve them. 5. This means an education plan, a timetable, and a plan for how your plan will affect other important factors in your life—parents, siblings, peers, children, current employer, etc. It's a solid yet simple tool to get your new hires thinking forward. Below, we've taken the time to curate some of the best employee career development plan examples to make the process easier and more meaningful. And remember, you are not alone in this endeavor. It almost always involves risk-taking and mistakes. When team members see their leaders growing personally and professionally, those managers gain credibility and prove to all staff that development isn't just busy work for the lower-level staff. You'll see more success if you keep your work project plan organized, plan it around your team and make sure it's not designed solely around the project's process.Measure Your Team's ProgressWhen you're working on developing a work project plan, you need to remember to measure your team's progress. Use an outline or template to create these worksheets, like a health and safety plan template or a campaign plan template. The survey results also give salary ranges for each occupation. SMART GROW To be fair, SMART GROW isn't a template, but it would be very simple to make a goal-setting worksheet template for your organization using this acronym: Specific: Don't settle for vague goals; specific goals remind us exactly what we're aiming for. You'll be responsible for looking at the work they've accomplished, as well as what they still need to do to reach their goals. The form starts with the end goal in mind: What does the employee envision as the pinnacle of their career path? Where do they want to be in a year, three years, five? But it also results in happier, more productive employees. Attainable: Don't let employees set themselves up for failure. The tactics you add to your outline are the checklists you're using to achieve your goals, strategies and objectives.Define Your GoalsCreate a clear and concise definition of your goals so that you can develop your work plan project around specific goals.

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