

CAREER DEVELOPMENT PLAN

A good career development plan (CDP) will help your staff achieve their potential and help them identify skills gaps and improvement areas. The purpose is to consciously help them think about their future in order to achieve their potential.

It is well known that setting clear goals and writing them down can help turn dreams into reality. In fact, a well-known 20-year study of Harvard graduates showed that the 3% of those who wrote down their career goals had clearly gained more wealth than the 97% who hadn't. It is also known managers who had clear and meaningful goals for themselves and their staff were the most enjoyable to work for. These include goals like:

- Getting out of a rut
- Taking control of your career
- Making your actions match your talk
- Focusing on the important things
- Finding out what makes "you" successful, regardless of what that means to others
- Making sure other people understand where you are coming from

People have a basic need to achieve. Without targets it's difficult to know whether they are meeting goals. Many people who say "I'm in the wrong job" or "My life is not what I want it to be" usually are the people who may not have thought about what their career goals are. Often they need the support of their manager to help them see and understand what their options are given where their department and organization is heading.

It is good to set about 5 to 7 goals for the CDP to help focus on a growth area or outcome. Usually there are more detailed goals for the year and general goals for two to three years after that. Goals that might take another year or two are things such as further education or additional certifications they might need.

Career development areas fall into 2 categories: building on existing strengths or developing new skills and competencies. CDP's can be written using 7 steps.

1. Focus areas - Three areas that they will be able to reach to achieve their goals.
2. Where are they now? - Include feedback from others, their manager or personal thoughts.
3. Where do they want to be? - A summary of where they will be when goals are achieved.
4. How will goals be measured? How will progress be measured for each focus area?
5. Activities and resources - These are the 'tools' they will use to achieve their goals.
6. When? - It is important to be realistic about when they will achieve their goals.
7. Acknowledgments - Small acknowledgements once they have achieved a target.

Planning in action. Adopt a very structured approach. The CDP's also require receiving on-going constructive feedback from their manager and work colleagues.

Investing in your future. Identifying goals and working out a plan to achieve takes some time, yet the process is incredibly satisfying. In addition to your staff setting the goals they will achieve, it builds trust in their manager and it builds confidence in the organization that they have a place that matters.

Career Development Plan

Date: _____

Name:	Position:
Department::	Supervisor:

Goals <i>To be achieved (from performance plan)</i>	Skills or Competencies <i>To be learned or acquired</i>	Resources <i>What is needed (money, time, etc.)</i>	Activities <i>Possible learning opportunities to try</i>	Status <i>(Start/Completed Results)</i>
Short-range <i>Critical within present position (1 Year)</i>				
Mid-range <i>Important for growth within present position (2 Years)</i>				
Long-range <i>Helpful for achieving career goals (3-5 Years)</i>				



Employee's Comments

- I agree with this appraisal
- I do not agree with this appraisal



Signatures

Employee: _____

Date: _____

Direct Manager: _____

Date: _____