



SAMPLE - Career Development Plan

Step 1: Background Information

Use this section to capture your status in your current role and your future career goals. This will form the foundation for setting your development goals.

Name: Jane Doe	Current Position: Supervisor	Date started: October 2005
Performance Summary (refer to your Performance Management forms and summarize)		
<p>Include ratings, summary of actual results compared to targets, and summary of leadership competencies (if applicable).</p> <p>Have met and in some cases exceeded all targets that were identified in my performance appraisal last year. As I am a member of the bargaining unit I have not been formally assessed with the leadership competencies, however I have identified a couple of competencies that I would like to work on during this period and have discussed them with my supervisor (they are included in this form.)</p>		
Career Goal(s):		
<p>Review your career interests and abilities to determine short and long term career goals.</p> <p>I have just successfully competed for my current role so my short term goal is to get as much leadership experience in this role as possible to enable me to move to the next level. I believe I would eventually like to move into the role of District Manager.</p>		
Areas of Strength (Knowledge, skills, and competencies)	Areas for Development	
<p>Relationship building – especially with clients and with fellow team members.</p> <p>Very organized with great attention to detail.</p> <p>Able to quickly assess difficult situations and find good solutions.</p>	<p>I would like to work on building my confidence – especially when trying to influence team members who now report to me (and who were former colleagues). I also would like to build my confidence when presenting to senior managers.</p> <p>I would also like to develop my skills in developing people. I don't feel I know how to be a "coach" to my employees.</p> <p>I have had the opportunity to lead some small projects and would like more formal knowledge and experience in project management.</p>	

Planning For Your Development Goals

Use this section to capture your development goal(s), steps to achieve that goal(s), time frames, potential obstacles and solutions, and how to tell when you've succeeded.

Step 2: Development Goals	Step 3: Action Steps	Date:	Step 4: Obstacles & Solutions	Step 5: Evaluation
<p>I would like to gain more confidence when dealing with employees (especially when trying to manage performance of employees who were my former colleagues) and when presenting my ideas to the district senior team.</p>	<p>Read the following books:</p> <ul style="list-style-type: none"> • <i>Leading out loud: inspiring change through authentic communication</i> by Terry Pearce. • <i>The Courageous messenger – how to successfully speak up at work</i> by Kathleen Ryans • <i>The Fearless Executive: finding the courage to trust your talent and be the leader you are meant to be</i> by Alan Downs. <p><i>Meet regularly with my manager, 'Mr. J', to discuss ways I can improve in these two areas. I will come prepared to discuss specific situations where I feel I could do better.</i></p> <p>My manager will also attend my meetings and presentations with senior team members and provide feedback on my performance</p> <p>I will take on the role of chair at our district team meetings</p>	<p>Finish reading all books by Jan.30/06</p> <p>Ongoing</p> <p>Until June/06</p>	<p><i>Obstacle:</i> Finding time to read all these books and money buy them. <i>Solutions:</i> For the next two months I will use a portion of my lunch hour to read. Will ask manager if this can come out of training budget. If not, will get from the library (this may put back my timeline for completion)</p> <p><i>Obstacle:</i> Finding time. <i>Solution:</i> Will set up meetings ahead of time and discuss the commitment with Mr. J. Will come organized and prepared to make the most of the time allotted.</p> <p><i>Obstacle:</i> District meetings are held in another location. <i>Solution:</i> Will travel with manager to meetings.</p>	<p>Completion of books in stated timeframe.</p> <p>Will discuss progress with Mr. J. in March and again in February to make sure I'm increasing my skill.</p> <p>Act as chair for 6 months</p>

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I would like to improve my coaching skills so that I can encourage and bring out the best in my employees.	<p>Will discuss my goals of developing my coaching skills with my team and will have individual meetings with each to see what they would like to have in a “coach” and attempt to meet their needs in this area.</p> <p>I have identified a mentor, Ms. ‘A’ who I feel is an excellent coach. I will meet with her once a month to discuss coaching skills and various situations in which I can apply her knowledge.</p>	<p>Apr- Mar/07</p> <p>Apr- Mar/07</p>	<p><i>Obstacle:</i> Not all of my employees will understand the concept of coaching. Not all will be receptive to this type of discussion. <i>Solution:</i> Will be prepared to discuss what coaching means and the idea of coaching and will have specific questions prepared for them to help facilitate the conversation.</p> <p><i>Obstacle:</i> mentor not committed <i>Solution:</i> ensure support up front</p>	<p>Will try to do a leadership 360 assessment to measure my success.</p> <p>Will get ongoing feedback from mentor.</p>
I would like to improve my project management knowledge and skills so that when I lead a project I am better at organizing it both in terms of resources and tasks.	Will take Project Management e-learning course from Polar Bear.	Feb/06	<p><i>Obstacle:</i> Money and time <i>Solution:</i> This is an online course so it’s less expensive. Will try to pay for it out of training budget or will pay myself. I can also work on the course whenever I have spare time at home or at work.</p>	Successful completion of course.

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	Apply knowledge gained in Project Management course by leading upcoming policy review project. Use the formal project management approach learned in the course to complete the policy review within established timelines.	July/06	<i>Obstacle:</i> Manager's support to take on project, there may be concerns about operational demands <i>Solution:</i> Since the policy review project would normally be resourced from division ABC, trade a portion/project from my workload for one of their team members to cover.	Will put together detailed project and work plans and have project manager in our IT division look at it and give me feedback.

Sign-off

Please review your career Development Plan at your semi-annual and annual performance review meeting.

Employee Signature:

Date:

Manager Signature:

Date: