Career Development Plan

| Background | Current Position: _____ | Career Goal: _____ |

Education/Experience

Here have the employee record her education and experiences to date.

Strengths

Here the employee would enter what competencies (organizational skiils, communication, team playing, etc) in which she excels. This can be based on her own thoughts as well as the results of past reviews.

Areas for Improvement

Otherwise referred to as weaknesses, here the employee enters competencies they feel they need to develop. Tip: Have a look at the competencies listed in the career goal to decide on what competencies to work on.

Competencies/Requirements

In this section, you and the employee would take note of what the competencies (the skills/knowledge and attitudes) needed to do the job that they already have/possess.

Competencies/Requirements

In this section, you need to record the competencies (skills, knowledge and attitude) and requirements (Experience, education) needed for this position.

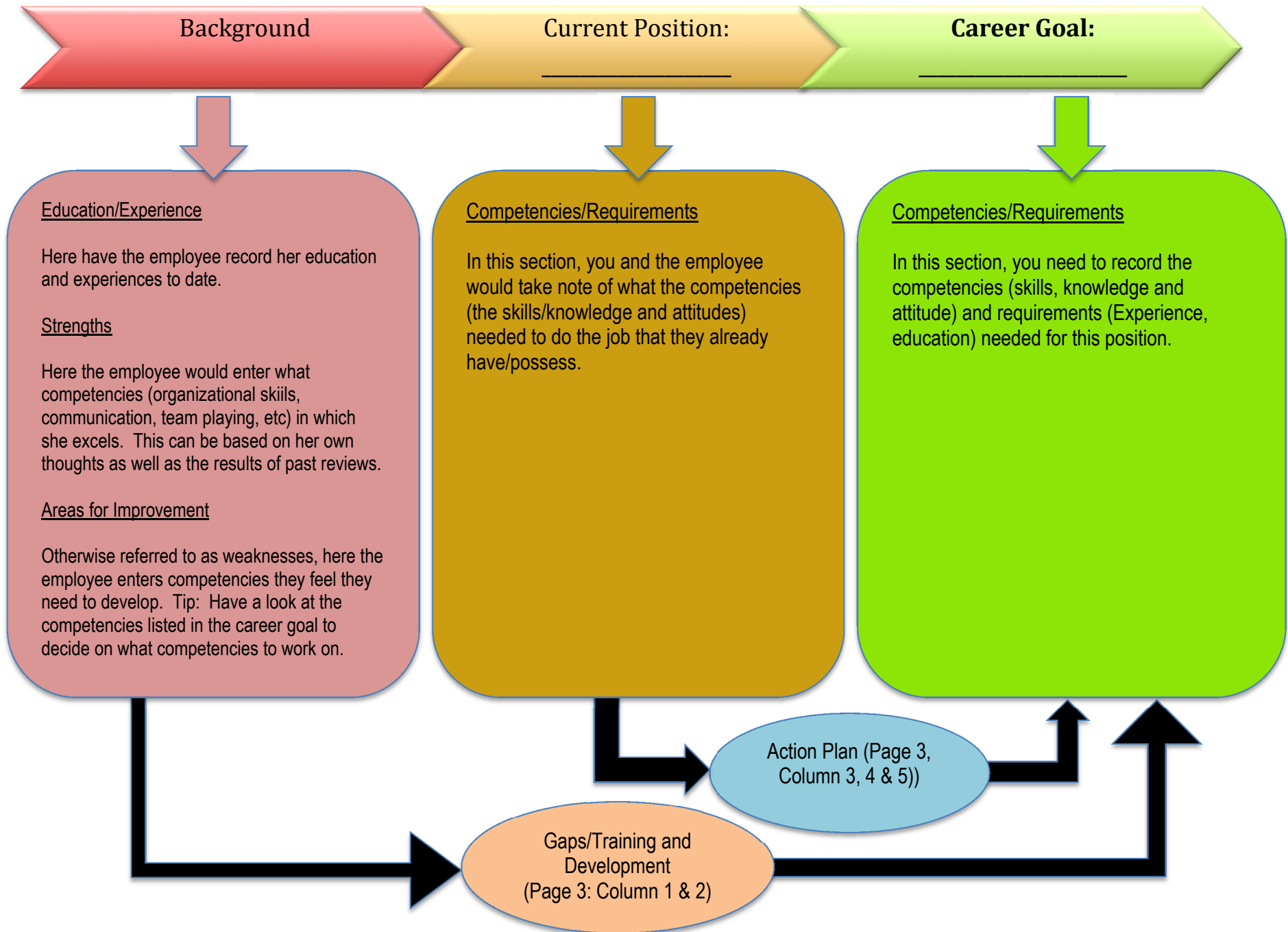Action Plan (Page 3, Column 3, 4 & 5))

Gaps/Training and Development (Page 3: Column 1 & 2)

Career Development Plan

Steps:

- ✓ In column 1 list all the competencies/requirements that are identified as not developed or missing for the employee currently. (This would include things under weaknesses as well as competencies that is needed for the desired position that the employee does not currently have or will need further development on.

- ✓ In column 2 list all the training and development methods that can be applied to ensure the employee develops this competency (For example mentoring, job shadowing, professional development courses, reading, projects, etc)

- ✓ In column 3 identify the Resource(s) the employee will need to utilize or the steps she will need to complete. (For example if you have identified that to gain the knowledge of how to run an effective meeting (Column 1), the employee might be expected to join a committee or read a how-to book (training or development method). If the employee's desired career is to be a Field Safety Officer, for example, it might be great to encourage them to join the Health and Safety Committee.

- ✓ In column 4, set a reasonable time line to achieve the competency based upon the method prescribed.

- ✓ Finally, in Column 5 there should be some confirmation of completion/achievement with a certificate attached to file, a signature of the mentor or even the manager acknowledging the action item has been complete.

Career Development Plan

Gaps Identified/Competencies Needed	Training and Development Method Identified to achieve gaps/competencies listed in Column 1	Resources/Action Step	Date to achieve	Evaluation to verify completion: this could be a signature from a mentor, certificate from a course, etc.

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