 [**Employee Development Plan Templates**](https://teamflect.com/blog/performance-management/employee-development-plan-template/)

**-CAREER DEVELOPMENT PLAN-**

**Name:**

**Current Position:**

**Date:**

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| **Self-Assessment:** |
| Skills and Strengths: [Templates may change but self-assessments are still extremely important. Identify existing skills and strengths as well as gaps in them.] |
| Interests and Passions: [Reflect on your interests, passions, and what motivates you in your career. What makes you get out of bed with a smile?] |

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| **Career Exploration:** |
| This section is rather self-explanatory. Explore the directions you may wish to take your career in. Two of the best ways to do that are: |
| * Research and Information Gathering
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| * Networking:
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| **Setting Career Goals:** |
| Long-Term Vision: [Dare we say, "Where do you see yourself in 10 years?"] |
| Short-Term Objectives: [Don't lose sight of the present when mapping out the future. Make sure you focus on short term goals and objectives as well.] |

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| **Skill Development:** |
| Identify Key Skills: [What are the skills you will be needing now that you've set goals for yourself?] |
| Skill Gap Analysis: [Compare the skillset highlighted in the first section with the skills identified above.] |
| Training and Development: [Find and enroll in training programs, workshops, online courses, or certifications to acquire new skills or enhance existing ones.] |

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| **Progress Check-ins** |
| The most important part of a development plan is checking in every once in a while to make sure you are on track. Some ways to do that in this scenario are: |
| * Performance Metrics: [Establish key performance metrics in order to measure the success of your ongoing career development process.]
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| * Feedback: [Seek feedback from supervisors, peers, and mentors to gain insights into your strengths and areas for improvement.]
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