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| **Name:**  |  |
| **Role:** |  |
| **Manager:**  |  |
| **Date:** |  |
| **Review Date:** |  |

**Career Development Plan Template**

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| --- | --- |
| **Name:**  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **Career Goals:** List your goals in detail according to different time frames.

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| **Short Term (6 months-1 year):** |  |
| **Mid-Term (1-3 years):** |  |
| **Long Term (3+ Years):** |  |

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| --- | --- | --- | --- | --- |
| **Self Assessment:** List your strenghts and areas for imrpovement.

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| --- | --- |
| **Strenghts:** |  |
| **Areas of Improvment:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Skills Development:** List the capabilities you need developing according type of skill.

|  |  |
| --- | --- |
| **Technical Skills:** |  |
| **Soft Skills:** |  |
| **Additional Training & Qualifications:** |  |

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| **Action Plan:** Define actionable items in your career according to the following categories.

|  |  |
| --- | --- |
| **Networking:** | [Identify key contacts, networking events, and professional associations or communities that can help you]  |
| **Mentorship:** | [Identify possible mentors and advisors and schedule regular meetings] |
| **Career Exploration:** | [Identify dfferent career paths or industries to ensure your exploration is thorough] |
| **Work-Life Balance:** | [Set clear boundaries between work and your personal life, identify work hours, other interests to prioritize in addition to work life, etc.] |
| **Resources Needed:** | [List resources you need to actually take action on your goals and game-plan] |
| **Review Consistency:** | [Schedule review checkpoints to consistently reflect on your progress and adjust if necessary] |

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Feel free to customize this template according to your specific career aspirations and preferences. Good luck with your career development journey!