

## Correlation One Professional Development Plan

### Reflect On Your Interests

Consider both professional and personal activities. For example, professional activities might include creating presentations, brainstorming new project ideas, managing/ contributing to projects, or working with customers/stakeholders to solve problems. For personal activities, think about hobbies, activities with friends and families, and things you do to relax. The reason for exploring both is to identify key themes. Maybe you're always satisfied when spending time in collaboration with others, or you'll notice a theme of building new products from scratch. Let your brain wander.

|   |  |
|---|--|
| <b>Excitement</b> –You know you are interested in an activity when you are constantly looking forward to it           | <b>Professional Activities:</b><br><br><b>Personal Activities:</b> |
| <b>Consistent Engagement</b> – You are never bored when you're doing this, concentration is effortless and consistent | <b>Professional Activities:</b><br><br><b>Personal Activities:</b> |
| <b>Timelessness</b> – Time flies by when you are engaged in this activity   | <b>Professional Activities:</b><br><br><b>Personal Activities:</b> |
| <b>Reward</b> – When you are done with the task, you experience pride and fulfillment                                 | <b>Professional Activities:</b><br><br><b>Personal Activities:</b> |

## Reflect On Your Values

Values give you a great sense of what type of work environment you're looking for, and what is most important to you when it comes to making work decisions. Many times, compromises must be made, and it's important to know what your priorities are.

Select your top 5 values:

|   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Belief in the mission of an organization   | <input type="checkbox"/> Seeing the tangible results of your work                             | <input type="checkbox"/> High income                               | <input type="checkbox"/> Working in a stable environment                                  |
| <input type="checkbox"/> Work-life balance                          | <input type="checkbox"/> Working for a small agile company where your voice impacts decisions | <input type="checkbox"/> Flexible work hours                       | <input type="checkbox"/> Working for a large company with lots of infrastructure in place |
| <input type="checkbox"/> Having a predictable routine               | <input type="checkbox"/> Short commute  | <input type="checkbox"/> Doing something that is useful to society | <input type="checkbox"/> Working individually   |
| <input type="checkbox"/> Feeling constantly challenged              | <input type="checkbox"/> Leading a team   | <input type="checkbox"/> Working as part of a team                 | <input type="checkbox"/> Doing work that other people admire                              |
| <input type="checkbox"/> Having social relationships with coworkers | <input type="checkbox"/> A culture of mentoring and professional growth                       | <input type="checkbox"/> Feeling passionate about your work        | <input type="checkbox"/> Having opportunities for promotion                               |

## Reflect On Skills You Would Like to Develop

There are two main categories of skills: Technical Skills and Transferable Skills. Technical skills are the skills you can learn through a course, or a textbook. Things like data analysis, or Excel. Transferable skills are skills that you can use in any type of work environment, and you take them with you when making a career transition. Things like being a great collaborator, a strong listener, or a great problem solver.

What are the skills you would like to develop during this course that you will bring with you into the next step of your career?

|  |
|--|
| <b>3 Technical Skills (i.e. Excel, Data Visualizations, Data Analysis, etc.)</b>         |
| 1)   |
| 2)   |
| 3)   |
| <b>3 Transferable Skills (i.e. Presentations, Conflict Resolution, Leadership, etc.)</b> |
| 1)   |
| 2)   |
| 3)   |

## Additional Self Reflection Questions

|  |  |
|--|--|
| <p>My favorite role I've ever had was</p> <p>_____ because it allowed me to</p> <p>_____</p>                   | <p>Blank 1:</p><br><br><p>Blank 2:</p> |
| <p>If you could have the job of any 3 people, which jobs would you select and why?</p>                         |  |
| <p>What classes or subject areas have fascinated and absorbed you?</p>   |  |
| <p>If you could intern for six months at any business or organization right now, what would it be and why?</p> |  |
| <p>I decided to join this program because</p> <p>_____</p>   |  |

## Goals

Now it's time to put it all together! Please think about **two** goals you would like to accomplish related to your professional development.

**Specific** - What do you want to accomplish, and what steps will you take to make it happen?

**Measurable** - What metrics will you use to assess your progress and if this goal has been met?

**Attainable** - Is it realistic that you can actually meet this goal with the resources you've allotted?

**Relevant** - Does this goal fit into your bigger picture plans? How so?

**Timebound** - When will you have this goal completed? Will there be milestones along the way?

Goal 1: \_\_\_\_\_

|            |  |
|------------|--|
| Specific   |  |
| Measurable |  |
| Attainable |  |
| Relevant   |  |
| Timebound  |  |

Goal 2: \_\_\_\_\_

|            |  |
|------------|--|
| Specific   |  |
| Measurable |  |
| Attainable |  |
| Relevant   |  |
| Timebound  |  |