Career Development Plan

**Summary Statement**

*1-2 sentences naming your current position and goal state*

**Goals**

**In 1-2 years, I will:**

* *Short-term goal 1*
* *Short-term goal 2*
* *Short-term goal 3*

**In 3-5 years, I will:**

* *Long-term goal 1*
* *Long-term goal 2*
* *Long-term goal 3*

**Skills audit**

**Current strengths:**

* *Skill 1*
* *Skill 2*
* *Skill 3*
* *Skill 4*
* *Skill 5*
* *Skill 6*

**Skill gap analysis:**

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| --- | --- | --- |
| **Goal** | **Skills** | **Gaps** |
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**Resources**

*List the people, training, courses, certifications, events, books, or other resources available to you to help you fill your gaps. If relevant, include funding opportunities, like employer-sponsored education grants.*

1. *Resource 1*
2. *Resource 2*
3. *Resource 3*
4. *Resource 4*

**Action plan**

*A running list of steps you’re taking to move toward your goals. Return to this list over time to make notes on previous action items, revise your approach, and add new efforts.*

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| **Action item** | **Associated skill/goal** | **Timeline** | **Progress notes** |
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**Outcomes**

*Highlight your achievements as you work toward your goals! Reflect on the approaches that produced positive results for you, what made those approaches successful, and what you’re learning about yourself.*