PER SCHOLAS

Individual Career Plan (ICP)

NAME _____

DATE _____

CAREER COACH _____

CYCLE/ YEAR _____

Individual Career Plan (ICP)

Overview

What is an ICP?
An Individual Career Plan is a plan you build for yourself, based on your career aspirations, to assist and guide you toward your career goals. It is a critical component to having a successful long-lasting career in Information Technology. However, it is just a guide. It is up to you to build it and use it to bring your goals to reality.

Why is it important?
Without a clearly outlined plan, your goals may not become reality. What you don't manage cannot be tracked and you can't improve what you don't manage. The field of Information Technology is also changing rapidly, so you must focus on continual learning and on-going certifications post-graduation. Therefore, an ICP is a document that provides structure around how to best manage your career, track progress as you go, and adjust as needed. It is intended to be a *living* document which may never really "end", but only grow and change as you achieve and set new goals.

How will we use it in class?
This document will be built in sections throughout our time together, to assist you in learning about the key components and how they can be integrated into your current classroom experience. By the end of class, you will have a fully complete ICP and specific plans in place for your first year post graduation, to keep momentum behind your new career achievement.

Your Career Coach will be available throughout the course to assist you in any aspects of this document and can be a resource post-graduation.

Individual Career Plan (ICP)

Key Components

1. Assess yourself
From time to time, check in with your knowledge, skills, interests, values, goals, personal qualities, etc… They may change over time and will likely change as you go through this course. Here are some questions to get started.
- Where are you in your career? Are you just starting out, experienced, or an expert?
- What have you valued about previous work experiences?
- What are your strengths, skills, or interests?
- Which skills are transferable to other careers?
- What industries do you gravitate to?

2. Set a Vision
Have an idea of where you want to be or who you want to be. Setting a direction allows for the rest of the steps to fall in place. Taking training courses, (this one or any future ones), reading Information Technology publications, job postings, or social media channels, or talking with professionals in the field can keep you connected and inspire what you define here. It could change over time as well, so be sure to come back and refine your Vision throughout your career.

3. Set SMART goals
While your Vision is aspirational, and perhaps vague, setting SMART goals can help you bring it to life in a more concrete way. SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imely. See this article from Mind Tools and examples below.

4. Set an Action Plan
Each goal is best achieved with a concrete action plan. In this section, you can create very concrete steps to help you move toward the clearly defined goals. Resources needed is an important part of this step, as it can vary across a wide range of options such as building skills and knowledge through mentoring, cross-training, coaching, stretch assignments, leading a project team, serving on a committee, becoming involved in a professional association, attending conferences, computer-based training, listservs, books, and academic degree programs. It can also be routines, new friend circles, mind meditations, accountability groups, etc… Think broadly across the different actions you can take to achieve your goals.

5. Identify Challenges
Do you need funds or time to attend a training class, conference, or participate in an academic degree program?

INTRODUCTION

Assess Yourself

Where are you in your career?	What are your Unique Abilities?
What do you hope for most next in your career?	What do you value most in a job?
What scares you the most in the next phase of your career?	What would be a "Dream Come True"?

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Set a Vision

Most vision statements are one sentence with a clear description of a desired future state. [Explore some examples of Personal Vision Statements for inspiration.] You may fill out this vision statement at any time, and adjust as you go. You are also welcome to complete the supporting questions in a way that might help you refine your vision. Be as organic or structured as you like.

*"My career goal is to become a physical trainer. I am committed to my own **personal** health and am motivated to help others achieve optimal health and wellbeing. My ultimate career goal is to be a physician working in a poverty-stricken area of the country."*

My Vision Statement

_____
_____
_____
_____

Supporting Questions

The Job Areas I will be qualified for, based on my training at Per Scholas: _____

Examples: Software Development, Software Engineering, Information Security, Network and Cloud, Hardware Services and Infrastructure, Quality Assurance..
Refer to Comptia IT Certification Roadmap for additional inspirations.

My preferred Industry, Company or Job Sector to begin my career (e.g. Banking, Healthcare, Insurance, Manufacturing…)?

_____
_____

I am motivated to pursue this job or industry because (check all that apply):

[ ] There are many job openings	[ ] The hours are predictable
[ ] The wages are good	[ ] The healthcare and benefits are good
[ ] It's a great fit with my interests and skills	[ ] There are opportunities for advancement
[ ] I have always dreamed of a career like this	[ ] I have a passion for this industry
[ ] Other:	[ ] I have the natural abilities to be successful

Individual Career Plan (ICP)

Setting a SMART Goal

Specific (What is it that you want to achieve? Is it simple, sensible, and significant?)

Example: "I want to gain the skills and experience necessary to become a Team Leader within my organization, so that I can build mycareer and lead a successful team."

_____

_____

Measureable (How will you know you have achieved it? How much or how many? Meaningful and motivating.)

Example: You can measure the goal of acquiring the skills to become a Team Leader by determining that you will have completed the necessary training courses and gained the relevant experience within five years' time.

_____

_____

Achievable (Is it an attainable goal?)

Example: Ask yourself if becoming a Team Leader is realistic, based on your existing experience and qualifications. For example, do youhave the time to complete the required training effectively? Are the necessary resources available to you? Can you afford to do it?

_____

_____

Relevant (Is your goal pertinent to what you're doing now? Does it seem worthwhile?)

Example: You may ask yourself if now is the right time to take the necessary training? Are you the right person for this position?

_____

_____

Timely (When will you start? When do you expect to achieve your goal?)

Example: How long will it take you to get the training? Are there any other certifications or steps needed in order to achieve this goal?

_____

_____

Individual Career Plan (ICP)

Action Plans

Identify the specific actions you will take to achieve your SMART goals. These can be in the form of skills and knowledge you need to build, but also people you need to meet, things you need to do, routines you need to begin, mindsets you need to adopt, etc… Whatever you need to achieve your SMART goal in the defined time frame can be captured here.

Action	Resources Needed	Target Completion Date
Example: Speak with someone in a Team Leader position to learn more.	*Help finding someone in a Team Leader position.*	*By next Friday, March 13*
1.		
2.		
3.		
4.		
5.		

Identify Challenges

Identify the specific challenges you anticipate you might face when taking action toward your career goals. While it might seem scary to identify, up-front, the challenges you might face, you will find that being able to think through what they are and how you can overcome them will provide more success in keeping them from getting in the way of you and your goal.

Challenge(s)	Plans to Overcome	Resources Needed
Example: This class will be indoors during the summer time; might be hard to concentrate	*I will give myself 10 minute break every hour to go outside and soak up the sunshine.*	*I will set an alarm on my phone and I will never miss the chance to go outside.*
1.		
2.		
3.		
4.		
5.		

ICP – Next 3-4 Months (Per Scholas Training)

Assessing Yourself (Where are you now in your career?)	Vision Statement (Where do you want to be in your career in 3-4 months?)

Goals
Goal #1 - Starter
S: To successfully complete my training at Per Scholas. [Could be even more specific in what "successfully" means… Valedictorian?] M: Measured by my 90% or higher GPA, my on-time and Passing grade assignments in Prof Dev, and certification in IT track. A: This is within my reach, given I am an active student and I have means to participate each day and complete all assignments. R: This is in-line with my career goals, which are to move into the IT field to jump-start a new dimension of my career. T: This begins today and goes until end of the year.
Goal #2
S: M: A: R: T:

Goal #	Action Plans	Resources Needed	Target Completion Date
1	I will set aside 1 hour each night to read through my notes and complete homework.	Quiet space to do this. My child to go to bed at reasonable hour	Every night At least 4 nights out of the week for 15 weeks

Goal #	Challenge(s)	Plans to Overcome	Resources Needed
1	If my kid gets sick If there's a family emergency	I will ask my neighbor to watch him I will use one of my allowed absences	Need to talk with Neighbor Confirm # of Absences allowed

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ICP – 1 Year Post Graduation

Assessing Yourself	Vision Statement

Pull from previous ICP sheet and/or make new based on how your vision changes over time

Goals	
Goal #1	**Goal #2**
S: M: A: R: T:	S: M: A: R: T:
Goal #3	**Goal #4**
S: M: A: R: T:	S: M: A: R: T:

Goal #	Action Plans	Resources Needed	Target Completion Date
1			

Goal #	Challenge(s)	Plans to Overcome	Resources Needed
1			

ICP – 3-5 Years Post Graduation

Assessing Yourself	Vision Statement

Pull from previous ICP sheet and/or make new based on how your vision changes over time

Goals	
Goal #1	**Goal #2**
S: M: A: R: T:	S: M: A: R: T:
Goal #3	**Goal #4**
S: M: A: R: T:	S: M: A: R: T:

Goal #	Action Plans	Resources Needed	Target Completion Date
1			

Goal #	Challenge(s)	Plans to Overcome	Resources Needed
1			

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