

# MS Career Development Plan

## Be Bold. Be Boundless. Be What's Next.

Use this document to map your career and next steps. It doesn't have to be perfect - your manager can help fill in the gaps during a [Career Check-in](#). As input to this plan, you may want to start with the [Self-reflection Questionnaire](#).

Your name:

Last updated:

### DISCOVER

1. Reflect on your strengths, motivators and demotivators. How have these evolved in the last 12-24 months? Consider insights from [Assessments](#) or your most recent [Connect](#) to guide you.
2. What are your top three skills to develop or improve? Listening to feedback ([Perspectives](#)) from your colleagues is a helpful way to identify these, as well as feedback from your Manager.
3. What personal goals or commitments (e.g., family, non-profit, volunteering, work-life balance) influence your career choices?
4. What [product areas](#), [teams](#) or [professions/disciplines](#) are of interest? What would you like to learn more about or explore?

### CONNECT

1. Where do you need to invest in your network? Cultivating internal and external relationships is an important part of your career growth. Identify how you want to invest in your current network or areas you want to make new connections.
2. Identify inspiring Microsoft leaders or colleagues with whom to explore a [mentoring relationship](#). You may also list your current mentors and sponsors here.

# MS Career Development Plan

3. Research shows that coaching others helps us build our own skills, improve self-confidence, and create shared learning experiences. How do you want to contribute to others' learning? You may list topics to offer learning sessions on, ways to support our culture of learning, or list your mentees here.

## GROW

1. What learning and growth experiences do you want to focus on in the next 12 months? Select the **top 3 priorities** that are most important to you.

### Pursue interests

Do something that I am truly passionate about  
Make a broader social or environmental impact  
Prioritize my work-life balance

### Build skills

Improve my business skills (e.g., develop strategy, manage budget, collaboration, communications)  
Improve my technical skills / area of expertise

### Amplify impact

Work on products / services that have greater impact  
Gain more autonomy in scope / scale  
Take on a more influential / visible role  
Work towards promotion  
Become a People Manager / M2

### Improve network

Expand my internal network; make new connections  
Find a mentor or professional coach  
Enhance my external industry presence

### Shift career

Take on a new challenge in my current role  
Move to a new role in a different team / solution area aligned with my skill set  
Change my profession / discipline  
Move to a new geography (please specify location/s): \_\_\_\_\_

### Other

Other (please specify): \_\_\_\_\_

2. If you are thinking about moving internally, how ready are you to take the next step? Select one option below.

I am not ready; I want to focus on growing in my current role  
I am open and curious to explore opportunities  
I am ready for my next role  
I am not sure yet

# MS Career Development Plan

## LONG-TERM CAREER VISION (2-5 years)

Careers are not one moment in time but a set of connected experiences and growth over the long run. Identifying your long-term career vision will help you build a path forward and communicate this to your manager.

1. What are your future career aspirations? Think about where you see yourself in the next 2-5 years.
2. What are the major milestones that would help you achieve your career vision? Is it experience in a new geography, leading a team or becoming an expert in a specific subject area, or leaving Microsoft?
3. What potential roles would be helpful to target as your next move? Leverage the [Role Library](#) or the [Internal Career Site](#) to identify roles that align with your career vision.
4. What challenges might you face along the way?

## SHORT-TERM DEVELOPMENT GOALS (next 12 months)

Think about the immediate steps you can take to make progress on your growth and career development in the next 12 months. Breaking down your goals into realistic and achievable actions will help you stay on track and celebrate accomplishments along the way. For each goal, include:

- **Skills you need to develop:** Consider what would be required to achieve this goal. What support do you need?
- **Action steps:** How do you plan to develop these skills? Consider the 70-20-10 model (70% on-the-job, 20% learning from others, 10% formal training)
- **Timeframe:** By when would you like to complete this goal?

GOAL #1

GOAL #2

GOAL #3

# MS Career Development Plan

## MANAGER COMMENTS

*Managers: Use this space to provide coaching and guidance. Review and update this section regularly.*

Building and updating your Career Development Plan is an iterative process, expect to revisit and refine your career vision as your goals and interests evolve. Schedule frequent check-ins with your manager and review your plan with mentors and peers to gain a variety of perspectives. Don't forget to **share and celebrate your achievements**, your career journey may inspire others!

For more career resources, check out [aka.ms/career](https://aka.ms/career). Tell us what you think of this new Career Development Plan template by submitting [feedback](#).