**Career Development Plan**

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| **Professional, Career, Competency Development Goals for the next 12 months** |
| **Action** | **Who** | **When** |
| **Step 1:** Write down your primary career interest.**CAREER INTEREST**: **Step 2:** Identify long-term professional goals (including positions desired within the company).Long-term professional goals:1. 2. 3. **Step 3:** Identify the short-term goals that will contribute to long-term interests and the challenges that must be overcome to reach these goals.Short-term professional goals:1. 2. 3.**Step 4: Career development activities:** List 1-2 activities that will help you reach each goal. Be sure to specify how you will accomplish the activity, including any resources you might need, and when you will start and finish it. – (This can be discussed and set with your Supervising Partner/s.)Activity 1: How to accomplish: Starting date: Date of completion: Activity 2: How to accomplish: Starting date: Date of completion: **Step 5:** Describe tasks in your current job that are contributing to long-term goals and that you would like to emphasize or perform more frequently. Suggested task emphasis\expansion: 1. 2. **Step 6:** Describe tasks in your current job that are not contributing to your long-term goals. Suggest ways to minimize, eliminate, or delegate them to others. (This can be discussed and set with your Supervising Partner/s.)Suggested task minimization/elimination: 1. 2.**Step 7**: Write down any additional skills, knowledge or experience you would like to acquire that may directly or indirectly help you in your current or future positions.Additional skills, knowledge, experience desired: 1. 2. 3. **Step 8:** Describe when and how progress checkpoints will occur (e.g., memos, meetings, etc.) and what developmental activities will be completed or discussed at these times. (This can be discussed and set with your Supervising Partner/s.)Progress Checkpoint 1: Date and Time of Checkpoint: Purpose:  |  |  |
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| **Marketing/Practice Development Goals for the next 12 months** |
| **Action** | **Who** | **When** |
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**Next review:**