

Your development plan is a planning tool to assist you in taking charge of your career by identifying action steps toward achieving your short or long term career goals.

Name: _____ Position Goal: _____

Timeframe of Development Plan: _____

Identifying your Key Development Areas:

- What is your position goal?
- What are the key competencies needed for this position/industry?
- What areas would you like to develop further?
- What barriers or obstacles might prevent me from accomplishing my goals?
- Create S.M.A.R.T. Goals/ Development Activities that are specific, measurable, attainable, realistic, and timely, to help you in develop in these areas.

KEY DEVELOPMENT AREAS			
<i>Development Goal</i>	<i>Development Activity</i>	<i>Support</i>	<i>Target Date</i>
Example: Build network	Example: Locate and attend 3 professional organization events within the next 12 months	Example: Family, Mentor	December 2014

Your Next Steps:

- Schedule a meeting and share your Development Plan with your supervisor and/or mentor to explore any other possibilities you may not have considered.
- Take action!
- Revisit your development plan and review your progress.

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