



Personal Career Development Planning Template

How To Use This Document

Career planning is a critical tool in helping you to access a structured framework for reflecting on your personal, professional and career development aspirations. It will then take you through identifying any gaps in your skills, knowledge and experiences and ultimately developing a plan for achieving your career aspirations. Applying a structured process can be beneficial for individuals for a number of reasons including:

- Recognising your personal strengths and areas for development
- Being proactive in making the most use of the development opportunities
- Improving your ability to work effectively in your current role and preparing for future positions you may aspire to
- Helping you to effectively pursue your career aspirations.

In most walks of life, it is the individual's responsibility to plan and manage their career development. This means taking the time to reflect on where you are today, where you wish to be in the future and work out what you need to do to get there. Ever more so in today's working environment individuals also need take responsibility to identify their personal development needs and actively seek out opportunities for learning and training in order to achieve these.

This tool has been developed to be completed and refined through discussions with a Careers or Personal Development Advisor but could include a mentor or trusted colleague. Input from an informed but external source can help you to better and more accurately identify the gaps in your skills, knowledge and experiences as well as advise on how you might address the practical development needs you identify. However, ultimately you still need to maintain ownership for developing and managing your Personal Career Plan.

The Personal Career Planning template below is intended to act as a guide for you to set out your aspirations over different time periods with an action plan as to how to get there. You don't need to follow this exact format and should amend as you see fit - as its main aim is to enable you to think about your career objectives or aspirations and to work out how you will achieve them.

Name:

Date:

1: SELF-ASSESSMENT

The first step in planning your career is evaluating and understanding your interests, strengths, drivers and other influences. This should be informed through discussions and guidance from others as well (e.g. line manager, peers, mentor, professional supervisor, etc.)

Career Interests:

*My personal reflections on my **career interests** are:*

Career Anchors (values):

*My personal reflections on my **career values** are:*

Skills Audit:

*My personal reflections on my **core skills** are:*

Competencies (strengths and areas for development):

*My personal reflections on **my strengths** around behavioural competences are:*

*My personal reflections on **my areas for development** around behavioural competences are:*

2: ASPIRATIONS AND GOALS

What are my career aspirations.....? This has to be broken down across different time frames to reflect the reality that a career change is often a gradual process to reach your ultimate aspirations.

In the **SHORT TERM** (next year)?

In the **MEDIUM TERM** (2-3 years)?

In the **LONG TERM** (5+ years)?

Identify some specific goals to help you move towards your aspirations (whether short term or longer term). These have been limited to 3 goals to help identify those which are most important and critical to working towards your aspirations.

GOAL 1:

GOAL 2:

GOAL 3:

3: ACTION PLANNING

To help in achieving your goals it is important to have an agreed course of action. The more detail this includes and the more specific this can be, then the easier it will be for you to stick to it.

This has been developed around identifying your specific development activities that you need to undertake in order to achieve your goals. This could include training, skill development, work experience, research, networking activities, etc.....

	Area For Development	Activities Planned	Timescales	Success Measures	Barriers
1		1		1	1
		2		2	2
		3		3	3
2		1		1	1
		2		2	2
		3		3	3
3		1		1	1
		2		2	2
		3		3	3
4		1		1	1
		2		2	2
		3		3	3

4: REVIEW PROGRESS

Reviewing progress against your action plan is just as important as developing the plan in the first place. The frequency of the reviews should be determined based on the specific goals and timescales linked to these.

Review ONE Date:

Area for development 1:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 2:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 3:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 4:	
Progress made so far:	
Actions to take to progress before next review:	

Review TWO Date:

Area for development 1:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 2:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 3:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 4:	
Progress made so far:	
Actions to take to progress before next review:	

Review THREE Date:

Area for development 1:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 2:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 3:	
Progress made so far:	
Actions to take to progress before next review:	

Area for development 4:	
Progress made so far:	
Actions to take to progress before next review:	