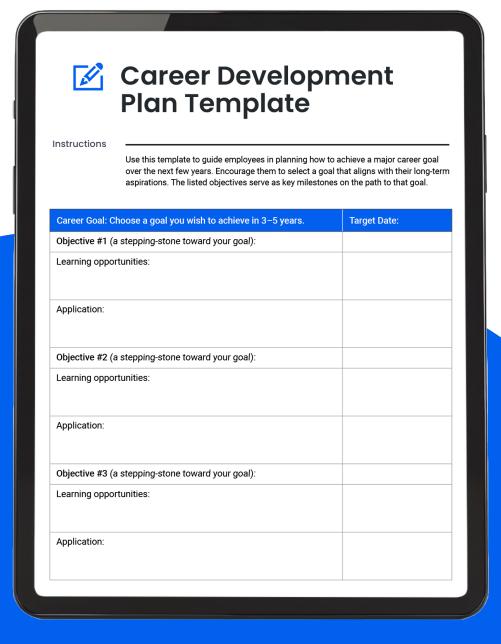


Career Development Plan Template





Career Development Plan Template

Instructions

Use this template to guide employees in planning how to achieve a major career goal over the next few years. Encourage them to select a goal that aligns with their long-term aspirations. The listed objectives serve as key milestones on the path to that goal.

Career Goal: Choose a goal you wish to achieve in 3-5 years.	Target Date:
Objective #1 (a stepping-stone toward your goal):	
Learning opportunities:	
Application:	
Objective #2 (a stepping-stone toward your goal):	
Learning opportunities:	
Application:	
Objective #3 (a stepping-stone toward your goal):	
Learning opportunities:	
Application:	



Examples of Career Development Plans

Here are two sample CDPs based on the above template.

Example #1: Kaitlynn, from accountant to data scientist

Career Goal: Become a mid-level data scientist	3 years from now
Objective #1: Use data analysis to support my current team.	6 months from now
Learning opportunities:	
 Find professional mentors (in-house and through an industry organization). 	2 months from now
Take a data science course.	3 months from now
Grow proficient with analytics software.	4 months from now
Read up on data analysis techniques.	Ongoing
Application:	
 Prepare and discuss reports on team activities with the team using analytics. 	4 months from now
 Prepare and present reports on team activities to share with leaders, leveraging analytics. 	5 months from now
Objective #2: Begin informally filling a data analysis role	9 months from now
Learning opportunities:	
Take another course to build knowledge.	6 months from now
 Attend an industry conference and grow connections. 	7 months from now
Continue reading about best practices in data analysis.	Ongoing
Application:	
Volunteer to provide data analysis support for colleagues.	6 months from now
Demonstrate how to use data analysis software for teams.	7 months from now

Example #1: Kaitlynn, from accountant to data scientist (continued)

Career Goal: Become a mid-level data scientist	3 years from now
Objective #3: Assume a junior data science position	One year from now
 Learning opportunities: Take a webinar to expand knowledge in a particular area. Gain certification in data management. 	9 months from now 10 months from now
 Application: Volunteer to prepare and present reports to senior leaders. Conduct workshops for leaders on how data analysis software works. 	9 months from now 10 months from now

Examples of Career Development Plans

Here is the second career development plan sample based on the above template.

Example #2: Ben, from individual contributor to project manager

Career Goal: Become a senior project manager	3 years from now
Objective #1: Become the informal go-to project manager for the team.	6 months from now
Learning opportunities:	
 Take leadership courses and workshops. Read articles and books on leadership. Learn about each person's role, spending time shadowing them in action. 	3 months from now Ongoing 4 months from now
Application:	
 Request the chance to manage a smaller project. Mentor colleagues in particular skills to develop coaching abilities. 	3 months from now 4 months from now
Objective #2: Become a project manager	1 year from now
Learning opportunities:	
 Ask for frequent feedback from manager and colleagues. Take an advanced leadership seminar. Attend a conference with relevant panel sessions and workshops. 	Ongoing 9 months from now 10 months from now
Application:	
 Build up to managing more high-stakes projects. Debrief projects, pinpointing what could improve and what went well. Present results of projects in meetings with leaders. 	9 months from now 9 months from now 9 months from now

Example #2: Ben, from individual contributor to project manager (continued)

Career Goal: Become a senior project manager	3 years from now
Objective #3: Assume a senior project manager position	3 year from now
Learning opportunities:	
 Undergo a 360 review. Take additional leadership training. Work with a mentor or coaching expert to integrate new knowledge. 	1.5 years from now2 years from nowOngoing
Application:	
 Refine leadership approach, putting new skills to use. Challenge the team to pursue more ambitious projects. Mentor individuals to achieve their professional goals. 	1.5 years from now2 years from now2 years from now

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