

Career Development Plan Template



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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:	



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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: <ul style="list-style-type: none"> Find professional mentors (in-house and through an industry organization). Take a data science course. Grow proficient with analytics software. Read up on data analysis techniques. 	2 months from now 3 months from now 4 months from now Ongoing
Application: <ul style="list-style-type: none"> Prepare and discuss reports on team activities with the team using analytics. Prepare and present reports on team activities to share with leaders, leveraging analytics. 	4 months from now 5 months from now
Objective #2: Begin informally filling a data analysis role	9 months from now
Learning opportunities: <ul style="list-style-type: none"> Take another course to build knowledge. Attend an industry conference and grow connections. Continue reading about best practices in data analysis. 	6 months from now 7 months from now Ongoing
Application: <ul style="list-style-type: none"> Volunteer to provide data analysis support for colleagues. Demonstrate how to use data analysis software for teams. 	6 months from now 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: <ul style="list-style-type: none"> Take a webinar to expand knowledge in a particular area. Gain certification in data management. 	9 months from now 10 months from now
Application: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Undergo a 360 review. Take additional leadership training. Work with a mentor or coaching expert to integrate new knowledge. 	1.5 years from now 2 years from now Ongoing
Application: <ul style="list-style-type: none"> 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 now 2 years from now 2 years from now

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360 Leadership Assessment Template

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Mid-Year Review Template

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