

# Career Development Template

<b>Name:</b> <input type="text"/>	
<b>Role:</b> <input type="text"/>	<b>Manager:</b> <input type="text"/>
<b>Career plan date:</b> <input type="text"/>	<b>Next review date:</b> <input type="text"/>

## Likes and motivators

What do I like doing?  
What motivates me in my job?

## Dislikes

Are there things that I don't like doing in my job?  
What settings or conditions don't I like working in?

## What am I good at?

If I think about my own views and feedback I've received in my career, what skills do I excel at?

## Development areas

What do I find challenging? What areas would I like to improve on?

## Where do I want to be in 2 years' time?

Your 2-year goal helps inform your training and development plan (below).

## Where do I want to be in 5 years' time?

Your 5-year goal helps inform your training and development plan (below).

# Career Development Template

## Training and Development Plan

What actions can I take in the next year to play to my strengths and get ready for my 2-year goal?

### 1. Learning on the job (70%)

- For example:
- Gain exposure to my leaders or managers by participating in discussions
  - Become involved in planning or new tasks
  - Speak at an external event on behalf of my organisation
  - Move into a new role that will provide me with broader experience

### 2. Learning from others (20%)

- For example:
- Deepen skills by finding a mentor in my department
  - Broaden skills by finding a mentor in the wider organisation

### 3. Learning and development outside the job (10%)

- For example:
- Attend a conference
  - Subscribe to relevant publications or journals
  - Engage in a volunteering opportunity
  - Take on formal studies