

Individual Career Development Plan Template

Purpose of the individual career development plan:

This document is intended to guide the employee and supervisor through the process of setting employee goals and identifying needed training or support for goal attainment. It should help align, where appropriate, an individual's learning goals with their department's strategic goals and any performance goals that have been identified in the performance evaluation process. This guide is designed to serve as a collaborative tool for the co-development of goals and initiatives for an employee's work over the upcoming year.

Goal Definitions:

1. Strategic Goal – these are the broad and strategic areas that the department leadership team has identified are to be acted upon by the entire department.
2. Performance Goal – these are goals set for the individual, typically set with the input of the supervisor. These goals identify a specific objective that the individual is intended to achieve throughout the course of the year. Typically identified at the beginning of the performance year as part of the annual performance evaluation process. Goals should be diverse in skills used and areas served and should take a holistic approach including the needs and desires related to the individual's professional interests and goals as well as the needs and desires related to the departmental interest and goals.
 - a. Work or project related goals – has clear end results or objectives to be completed within the next 12 months and are driven by the individual, team, or department needs or goals.
 - b. Development or learning goals – focused on long-term growth for and individual or current department future goals.
 - c. Team goals – focused on enriching the team environment and working relationships.

Career Plan Content Areas:

For this guide, you will need to locate your department's vision and mission statement to complete the first two sections of the Individual Career Plan. Goals are the strongest and most successful when they are deeply rooted in the broader mission of the office or organization. These areas give a goal purpose and deeper impact on department functioning and growth when attained.

Does your department lack a vision or mission statement, or is it outdated? While it is beneficial to use these items in the Individual Career Plan and for annual goal development, **do not** forgo

Department Vision

ÆAn inspirational statement of an idealistic purpose or emotional impact of the future of a company, group, or department.

What is your department's vision statement?

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Department Mission

ÆA mission statement is a concise explanation of the organization's reason for existence.

What is your department's mission statement?

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Department Strategic Goals

ÆDetermined by leadership and actionable by the entire department or team.

What are your department's strategic goals for the year?

Individual Goal Training and Support Plan

Based on the performance goals listed above, use this space to create a plan for what training, resources, or support are needed for goal achievement.

Goal 1:	
Beginning Assessment: What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?	
Skills or Resources: what skills, resources, or training do you need to develop to reach this goal?	
Learning Experience: what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?	Support and Resources: What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?
Goal Assessment: After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?	

Goal 2:

Beginning Assessment: What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?

Skills or Resources: what skills, resources, or training do you need to develop to reach this goal?

Learning Experience: what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?

Support and Resources: What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?

Goal Assessment: After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?

Goal 3:

Beginning Assessment: What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?

Skills or Resources: what skills, resources, or training do you need to develop to reach this goal?

Learning Experience: what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?

Support and Resources: What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?

Goal 4:

Beginning Assessment: What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?

Skills or Resources: what skills, resources, or training do you need to develop to reach this goal?

Learning Experience: what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?

Support and Resources: What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?

Goal Assessment: After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?

Individual Goal Training and Support Plan

Sample Goal

Goal 1:

Starting September 2022, I will host one information session per month through Zoom.

Beginning Assessment: What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?

As a new employee, I have not yet hosted my own information session. I have used Zoom as a participant and in former positions, but I have not yet used it to host my own session or training. I would say that I am a novice at both hosting information sessions and utilizing an electronic platform to do so.

Skills or Resources: what skills, resources, or training do you need to develop to reach this goal?

I will need access to the most recent information session presentations, to set up a communications plan, create and RSVP collection tool for each session, and to learn Zoom Webinars.

Learning Experience: what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?

I will reach out to our Utech liaison to discuss Zoom webinars, best practices, and to test the