

Career Development Planner



How would your colleagues currently describe you in a professional sense?

TIP

Think about how your colleagues would describe your work style. What do they believe you're good at and what do they rely on you for? Of course, the easiest way to answer this question is to go straight to the source.

Now, think about who you aspire to be in the workplace. List three traits:

What are three things you're passionate about?

TIP

What do you want to be known for? Is it to be a great leader, an expert in your specialised field, a creative thinker, or a problem solver?

List three things you love and three things you could do without in your current job:

THINGS I LOVE

THINGS I COULD GO WITHOUT

TIP

For example, you might love dealing directly with customers but you might prefer not to deal with budgets.

What do you wish more of your time at work was spent on?

What are three things you want to achieve in your career in the next two years?

TIP

If you have a love for numbers, is data and analytics something you wish you could dedicate more focus to?

How are you going to do it?

What do you want to continue and develop in your current role?

GOALS

DATE TO ACHIEVE BY

What do you want to learn from others?

GOALS

DATE TO ACHIEVE BY

What external learning and development opportunities do you want to explore?

GOALS

DATE TO ACHIEVE BY

And finally, who are you sharing this with?

SELECT FROM THE BELOW:

- Manager
- HR department
- Career coach
- Family member
- Mentor
- Friend

TIP

Socialising your goals is a crucial step in career development planning. The more relevant people you share your aspirations with, the more likely opportunities are to find you.