

## STEP 5 Select the competencies individuals will need to be successful in positions and to meet identified business challenges

Preparing an individual to progress in the organization is not a cookie-cutter process. It often takes a combination of formal training, thoughtful coaching, trusted mentorship, and key assignments. Managers and executive leadership play a key role in creating access/removing barriers to key assignments and providing honest feedback along the way.

Managers should be having ongoing career development conversations with all employees in addition to their annual performance reviews. Career development conversations with high potential employees should be focused on closing the gaps and/or strengthen existing skills and competencies.

Career development should be a part of your organization's regular HR practices and not only reserved for high potential individuals. Contact POD for more information about developing a department-wide career development program.

### CAREER DEVELOPMENT PLAN WORKSHEET

Name:

Position Title:

Unit:

Supervisor Name:

Supervisor Title:

#### LONG TERM GOALS

*What are your long term career goals over the next 3-5 years? Describe how your long term goals fit in with the goals and priorities of your department?*

1.

2.

(continued)

# CAREER DEVELOPMENT PLAN WORKSHEET (page 2)

## SHORT TERM GOALS

What are your career goals for the next year or two (these may or may not be the same as your annual performance goals)? Describe how your short term goals fit in with the goals and priorities of your department.

- 1.
- 2.
- 3.
- 4.

## SKILL AND COMPETENCY REQUIREMENTS

What skills or competencies do you need to build to reach your goals?

| Skill or Competency to be Developed | Training Activities<br><small>(formal training, mentorship, cross training, independent learning, etc.)</small> | Target Dates         | Associated Costs     | RESULTS              |
|-------------------------------------|---|----------------------|----------------------|----------------------|
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*This career development plan provides an opportunity to demonstrate your career potential and is not a guarantee of a promotion. The plan should be evaluated at least every six months and adjusted as needed based on organizational and/or personal priorities.*

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Employee signature & date

\_\_\_\_\_/\_\_\_\_\_  
Supervisor signature & date