



My Career Development Plan

A Practical Workbook

CONTENT

03

INTRODUCTORY SECTION

04

SELF-ASSESSMENT

08

GOAL-SETTING

10

GAP ANALYSIS

12

CREATE A ROADMAP

16

NEXT STEPS



Introduction.

What is a Career Development Plan?

Put simply, a career development plan is a document that lays out a roadmap for your career. It identifies short-term and long-term goals that will allow you to manage and advance your career. It allows you to a personal action plan in which you outline the steps required to achieve these goals.

How to Complete This Workbook.

The aim of this workbook is to give you an opportunity to define your career goals and create a career roadmap. You can complete this worksheet online or print it off and fill it in the old fashioned way. Be sure to keep a copy of this document safe, so you can revisit it at a future date.

STEP 1



Assess Your Current Situation.

In this step, you will conduct an assessment of your current career situation. In addition to self-examination, this assessment may be informed through discussions and guidance from others e.g. manager, colleagues, mentor, recruitment partner, career coach etc.).

What is today's date?

What is your current role?

What is your current salary?

What are the top 5 things you like about your current role?

LIKES

DETAILS / EXAMPLE

What are the top 5 things you dislike about your current role?

DISLIKES

DETAILS / EXAMPLE

What are your top strengths & weaknesses?

STRENGTHS

WEAKNESSES

What motivates you in your current job?

Based on your experience, what qualities do you value in a role or in a workplace?

STEP 2



Set Your Career Goals.

When it comes to forming a career plan, the easiest way to go about it is to work backwards from your end goal. It can be daunting to think so far into the future, so it is a good idea to break down your goals across different timeframes.

What are your short-term goals (1-2 years)?

What are your medium-term goals (2-5 years)?

What are your long-term goals (5+ years)?

STEP 3



Perform A Gap Analysis.

A Gap Analysis is a helpful activity in which you compare where you are in your career currently and where you would like to be. It enables you to identify the actions you will need to do in order to overcome any obstacles that are preventing you from meeting your goals.

What barriers are preventing you from achieving your short-term goals today?

What barriers are preventing you from achieving your medium-term goals today?

What barriers are preventing you from achieving your long-term goals today?

STEP 4



Create A Development Plan.

At this stage, you will form a plan based on SMART Objectives. A SMART objective is one that is Specific, Measurable, Achievable, Realistic and Time-bound.

Objective #1

1 SPECIFIC



2 MEASURABLE

3 ATTAINABLE



4 REALISTIC

5 TIME-BOUND



Objective #2

1 SPECIFIC



2 MEASURABLE

3 ATTAINABLE



4 REALISTIC

5 TIME-BOUND



Objective #3

1 SPECIFIC



2 MEASURABLE

3 ATTAINABLE



4 REALISTIC

5 TIME-BOUND





REMINDER

I will revisit this document
on this date:



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