



## SAMPLE - Career Development Plan

### Step 1: Background Information

Use this section to capture your status in your current role and your future career goals. This will form the foundation for setting your development goals.

<b>Name:</b> Jane Doe	<b>Current Position:</b> Supervisor	<b>Date started:</b> October 2005
<b>Performance Summary (refer to your Performance Management forms and summarize)</b>		
Include ratings, summary of actual results compared to targets, and summary of leadership competencies (if applicable).		
Have met and in some cases exceeded all targets that were identified in my performance appraisal last year. As I am a member of the bargaining unit I have not been formally assessed with the leadership competencies, however I have identified a couple of competencies that I would like to work on during this period and have discussed them with my supervisor (they are included in this form.)		
<b>Career Goal(s):</b>		
Review your career interests and abilities to determine short and long term career goals.		
I have just successfully competed for my current role so my short term goal is to get as much leadership experience in this role as possible to enable me to move to the next level. I believe I would eventually like to move into the role of District Manager.		
<b>Areas of Strength (Knowledge, skills, and competencies)</b>	<b>Areas for Development</b>	
Relationship building – especially with clients and with fellow team members.	I would like to work on building my confidence – especially when trying to influence team members who now report to me (and who were former colleagues). I also would like to build my confidence when presenting to senior managers.	
Very organized with great attention to detail.	I would also like to develop my skills in developing people. I don't feel I know how to be a "coach" to my employees.	
Able to quickly assess difficult situations and find good solutions.	I have had the opportunity to lead some small projects and would like more formal knowledge and experience in project management.	