



## ***Career Development Plan***

### **Tips:**

- **Prioritize.** Identify development areas that will add the greatest value and make a difference.
- **Opportunities.** Identify your opportunities for improvement in order to define relevant learning and development priorities.
- **Seek Feedback and Involve Others.** Learn from others by soliciting their specific, candid feedback on your strengths and weaknesses.
- **Take Time to Reflect.** Ask yourself what worked, what didn't work, and why.
- **When setting development activities, the SMART model applies:**
  - S Specific
  - M Measurable
  - A Action Oriented
  - R Relevant
  - T Time-based/Timely
- **Implement New Goals and Activities.** Focus on mastering a specific area, and establish new goals and development activities as appropriate.



## Career Development Plan (CDP)

CDP Owner's Name:  Current Position:  Time in Position:  Manager/Supervisor's Name:  Department:	Initiation Date:  <b>Please link the CDP with your Performance Review goals</b>									
<b>Short Term Objective:</b> What to learn or develop to be successful over next 1 - 12 months	<b>Be specific (what, how, where, when)</b>									
Developmental Activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Action Steps and Measurable Results</th> <th style="width: 20%;">Manager's Role</th> <th style="width: 40%;">Time Period</th> </tr> </thead> <tbody> <tr> <td style="height: 100px; vertical-align: top;">Activity #1</td> <td></td> <td></td> </tr> <tr> <td style="height: 100px; vertical-align: top;">Activity #2</td> <td></td> <td></td> </tr> </tbody> </table>	Action Steps and Measurable Results	Manager's Role	Time Period	Activity #1			Activity #2		
Action Steps and Measurable Results	Manager's Role	Time Period								
Activity #1										
Activity #2										

<p><b>Long Term Objectives:</b> Career goals, further education for personal and professional development over 1-5 years</p>	<p>Initiation Date:</p> <p><b>Please link the CDP with your Performance Review goals</b></p> <p><b>Be specific (what, how, where, when)</b></p>		
Developmental Activities	Action Steps and Measurable Results	Managers Role	Time Period
Activity #1			
Activity #2			

CDP Owner's Signature:

Date:

Manager Signature:

Date:



Quarterly review dates		CDP Owner's Signature	Supervisor or Manager Signature	Comments
Month	Date(s) reviewed			
January				
April				
July				
October				