Core Purpose

To empower you to take more control over your career development
Career Development Planning: Step 1

Clarification
Step 1: Clarification

Job Fit

Does your current role suit you in terms of your career interests, values, abilities, and personality?
What do you like about your current role? What inspires you to keep working in this area?

Which of your abilities, interests, and/or values does your current role allow you to express on a regular basis?

Which of your abilities, interests, and/or values would you like to be able to express more in your work? Would you like more or less challenge in your job? In what ways?

How does working in this organization or unit fit with your personality? Do you feel it plays to your strengths, comfortably challenges you to grow, or stifles your ability to realize your potential?

Are you satisfied with your work-life balance?
Step 1: Clarification

**Strengths Exercise**

* Problem you worked on
* Actions you took
* Result of the actions you took
Step 1: Clarification

**Competencies & Skills**

- Technical skills (job- or field-specific)
- Competencies (transferable skills)
- Character (personality traits)
- Leadership ability
Step 1: Clarification

Career Direction: The Career Lattice

- **Promotion**: Increased responsibility, pay, pace, workload, and status
- **External Lateral**: New job in new org; pay/status stay the same
- **Enrichment**: Growing within existing job; pay/status stay the same
- **Internal Lateral**: New job in same org; pay/status stay the same
- **Realignment**: Taking a step back from existing responsibilities/pay/status/pace/workload/schedule in order to pursue different career direction or better work/life fit
Career Development Planning: Step 2

Actualization
Step 2: Action Goals

Career Visualization

Start from the end: What is your vision of your career one year from today?

What are the action steps you need to take now to achieve your vision?
Career Development Planning: Step 3

Relationship-Building
Career Development Planning: Step 4

Experiences
Step 4: Gain Experience

Actively seek out developmental experiences:

- On the Job or Off the Job
- Temporary or Long-Term
- New skills or Existing skills
- Crisis or Opportunity
Education and Training
Career Development Planning: Step 6

Roadmap
C.A.R.E.E.R. Development Plan

Name:
Date:

Clarification

Summary of Current Job Fit: (values, interests, work-life balance I have and want)

Skills, Knowledge, Competencies that are Current Strengths:
C = Clarification
A = Actualization
R = Relationship Building
E = Experiences
E = Education & Training
R = Roadmap