

The Career Plan

Create the Vision

Start by exploring your career dreams. Focus on what excites you most—your passions and interests will guide the way. Don't worry about being realistic; dream big and think boldly without limits. The biggest dreams often lead to the most extraordinary achievements.

Instructions: Answer the questions on the left column by filling out the right. As you go through this exercise, think about the career you've always dreamed of or what you hope to do at work. When you've finished creating your vision, let your manager know.

Name:

Current Role:

Question

Envision your ideal career.
How does your day look like?

With this ideal career in mind,
what would you like to accomplish?

What core values, beliefs, or even
ambitions are behind what you want
to achieve?

What motivations and passions do
you have that contributes to your
ideal career?

What is your ideal role?

Leader's notes

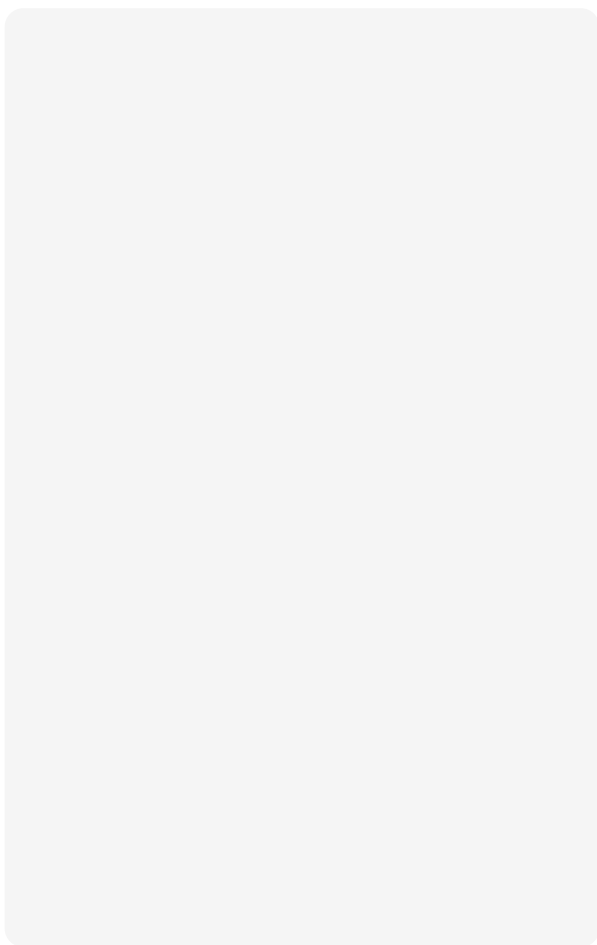
Map the Skills

To begin your career journey, reflect on the skills you currently possess and identify the ones you need to develop for your future role.

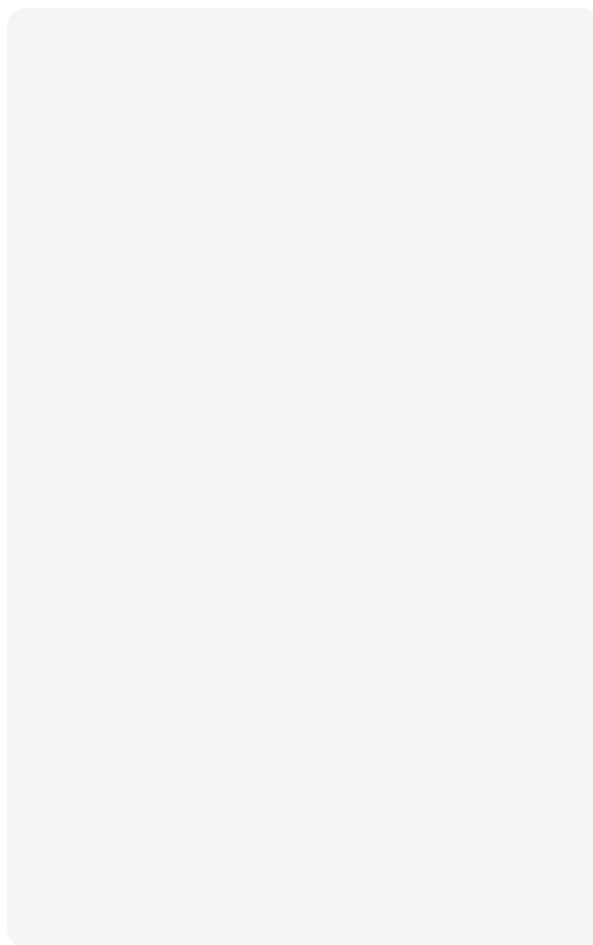
Ask yourself: What are my strengths? What areas require growth to succeed in the next stage of my career? Understanding these will provide clarity on your starting point and help map the path toward your goals, equipping you with the tools to navigate and thrive in your chosen direction.

Instructions: First, jot down all the skills you currently have. Then, reflecting on what you've learned about your prospective career so far, determine the skills you aspire to expand into.

Your skills



Skills to develop



Self-reflection

Recalling your passions, insights gained and skills, reflect on the following questions.

- ① Which of my current skills could I further develop to excel in my next role?
- ② How much work am I willing to do to foster the skills I need for my dream career?
- ③ What tasks will be interesting to me in this career path?
- ④ Am I ready to embrace tasks that may not fully align with my interests as part of achieving my larger career goals?

Do you feel uncomfortable proceeding into the next phase of the career plan?
Don't lose heart! Take a deep breath, and let your manager know right away.

Your Development Plan

Setting goals is key to a successful career plan. Draft your short and long term goals, making sure they are SMART (specific, measurable, achievable, relevant and timebound). Writing them down and sharing your goals makes it even more likely you'll achieve them.

Instructions: Plot in your long term goals for the next two years. These long term goals can include anything that will help you inch closer to your ideal career. After that, write in your short term goals. These may or may not serve as stepping stones to your long term goals. After that, jot down target dates (may be a month, or even a quarter of the year) to help you maintain a general timeline.

Long Term Goals	Target date	Short Term Goals