Career Development Plan

Truvelop

Date:	Employee Name:

Current Career Status

Current Position	[job title]
Responsibilities	[key responsibilities]
Previous Experience	[relevant experience and skills]
Strengths	[top 3-5 strengths]
Areas for Improvement	[2-3 areas]

Career Vision & Long-Term Goals

Career Vision	[ideal future rrole and work environment]
Purpose and Passion	[purpose and what you enjoy most]
Long-Term Goals	[2-3 goals]

Development Goals

Key Competencies for Desired Role	[3-5 competencies]
Skills/Knowledge to Acquire	[2-3 goals]

Current Gaps	[2-3 gaps to address]
Training/Experience Needed	[required training/experience]

Short-Term Goals

Short-Term Goal 1	• [specific, measurable goal] • Action steps to achieve goal: 2-3 steps
Short-Term Goal 2	• [specific, measurable goal] • Action steps to achieve goal: 2-3 step

Action Plan

Learning Objectives	[2-3 objectives]
Resources Needed	[resources and direct support required]
Opportunities	[projects/tasks that could help the learning objectives'
Barriers	[1-2 barrierrs and mitigation plans]
Timeline	[2-3 milestones with target dates]
Success Criteria	[how success would be measured]

Progress Evaluation

Progress Tracking Methods	[list tools, feedback, self-assessment]
Review Frequency	[monthly, quarterly, annually]
Adjustment Criteria	[specify when to adjust goals/plan]
Celebrations	[how to celebrate achievements]