



Career Development Plan

Why Do You Need a Career Development Plan?

Your Career Development Plan is your opportunity to think about your professional aspirations and how you would like to develop in your career, including training and educational opportunities you would like to pursue. It can also be a helpful foundation for a conversation with your supervisor about your goals and how they can support you in your efforts. While your career development goals will be unique to you, a few helpful examples include:

- seeking mentoring or coaching opportunities
- completing training
- earning certifications and degrees
- involvement in a professional association
- attending professional conferences and webinars
- leading and presenting at meetings
- cross-training with colleagues in your department
- intra- and interdepartmental collaboration
- taking on more challenging tasks in your current role
- job shadowing another role
- self-development through research or reading
- coordinating team-building events
- committee membership
- projects

SMART Goals

As you identify your goals on page two, think about how you'll reflect on your progress. It can help to refer to the **SMART** model: **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound. While your goals are unique to you, consider how they relate to broader departmental goals and your department's mission.

SMART Goal Examples

Professional Association: Join the state chapter of my professional association by the end of the semester, volunteer for a committee of interest next semester, and submit a conference proposal by December 1 for the next annual conference.

Training/Certifications: View a relevant training module in K@TE this semester, participate in five webinars related to my field prior to my next performance review, and identify a relevant certification for my field and begin pursuing in the summer.



Your SMART Goals

My Professional Aspirations

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SMART Goal 1

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mid-goal check-in date: _____ deadline: _____

SMART Goal 2

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mid-goal check-in date: _____ deadline: _____

SMART Goal 3

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mid-goal check-in date: _____ deadline: _____

Once you have developed your goals, have a conversation with your supervisor about your goals and departmental support

Department Support & Resources
(Completed by Supervisor)

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