



Career Development Planning: A Guide for Managers

Pre-work

- Ask your Employee to complete the Career Development Plan attached.

Listening

- Start your first planning meeting by listening to your new employee's plan ideas. Allow employees to structure their own thoughts.

Working Together

- Create the Career Development Plan with the employee and document action items.
- Follow-up and follow-through as required.

Handing Off

- Step back so the new employee can implement the plan with you EASE-ing (1) the way behind the scenes by Encouraging, Aligning, Solving, and Ending distractions.

(1) Reference: 2009, G. Bradt, M. Vonnegut. Onboarding. How to Get Your New Employees Up to Speed in Half the Time.

Career Development Conversation Guide for Supervisors/HR

ASK about Current Skills and Expertise	
What are your strengths?	
<p>What skills would you like to improve upon?</p> <p>What is required from me (the employer/supervisor) to provide those opportunities?</p>	
ASK about Interests and Passions	
What are you passionate about?	
What do you see as priorities at work/project?	
What types of work/projects would you like to work on? Examples	
ASK about Career Aspirations	
What are your career aspirations?	
What are your job expectations?	
If you would like to change a career path, in which departments would you be interested in working?	



Employee Career Development Plan

The purpose of the Employee Career Development Plan is to identify employee strength, interests, competencies and career aspirations and align them with opportunities that support the company/department's business objectives.

Employee Name	
Current Job Title	
Date	[Insert a date]
Purpose Why am I completing a Career Development Plan? <input type="checkbox"/> <i>New to the role.</i> I'm a new employee and would like to engage in my current role as quickly as possible. <input type="checkbox"/> <i>Development in place.</i> I would like to continue developing my knowledge, skills, and experience in my current position. <input type="checkbox"/> <i>Change a role.</i> I would like to move to a new role and would like to prepare for that role. <input type="checkbox"/> <i>Other.</i> Please describe _____	
Where am I? Your background and professional experience	
<i>Total number of years at the company</i>	
<i>How long have you been working in your current position</i>	
<i>If you are a new employee, indicate your start date</i>	
Opportunities for professional development What you would like to share with your supervisor and HR to help you to identify your professional opportunities and career aspirations	
<i>Interests. What types of projects do I most enjoy? Why do I think I enjoy them?</i>	
<i>Strengths. What are my strengths and what tasks do I do well?</i>	

<i>Skills. What are three skills I would like to improve upon? How would they help me in my future career?</i>	
<i>Values. What are my work-life balance priorities? What are my personal values and priorities?</i>	
My career aspirations	
My hopes and goals for my future career	
<i>Short term (6 month-1 year)</i>	
<i>Immediate</i>	
<i>Long term (2 years and more)</i>	
<i>How might these goals help the business needs of the company/department/team?</i>	
<i>If interested in moving to a new role/other department, please list potential 2-3 positions. How can the company help you to reach those goals? What do you feel you need to learn to prepare for those roles?</i>	