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# **Personal Career Development Plan Template**

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| **Name:** | **Date:** |
| ***What are some of the things that are most important to you about your work?*** | ***What goals do you have for your work and career?*** |
| ***What are your strengths?*** | ***What insights are you taking away from this conversation?*** |
| **Planned Development Actions** [Be specific and include a date/time when you’ll have taken each step that’s realistic but keeps you on track] | **What support do I need for the action and how will I get this?]**  [e.g. information, connections, time, resources] |
| 1. |  |
| 2. |  |
| 3. |  |
| **Next Review date** [and how will I make sure this happens?] | **Any reflections or insight** |