



HOW TO CREATE YOUR CAREER DEVELOPMENT PLAN

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Hello!
I'm Karen

I enable people like you to successfully make big changes in their career.

Whatever your driver for change – excitement about your next step or drained by your current role – I love enabling people like you to find your work-life happy place.

My strengths, values and career change coaching will give you confidence to make the change, with lots of practical tips you can apply straight away to achieve the change you want.



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HOW TO CREATE YOUR CAREER DEVELOPMENT PLAN

Creating a career development plan will help you achieve your career goals.

This guide outlines 5 steps to help you get started, and contains some sample templates you can use and adapt.

Step 1: Be clear about what matters to you

Think about what you want and don't want from your career.

It's common to think of a career path as a series of promotions – more responsibility, more pay, more status, etc. With these things comes more accountability, longer working hours and often more stress and less time for things you enjoy outside of work.

But 'up' is not the only way to achieve progress and development.

Understanding what really matters to you helps you set meaningful career goals and will keep you on track to achieve them.

Some things to consider include:

- What motivates you at work?
- What strengths do you want to use and develop further?
- What values do you want to work in alignment with?
- What boundaries do you want to put in place?
- What do you not enjoy? Can you do them for a short time as a means to an end, or do you prefer to avoid them?



Once you're clear on your career goal it's time to think about what you need to do to achieve it.

Step 2: Identify the knowledge, skills and experiences you need

- Do you need to develop your technical / business knowledge in any area? For example business strategy, finance & budget management, marketing, product development, governance? Will it be helpful to learn about other areas of the business?
- What skills do you need to develop? Think about things like stakeholder management, presenting a business case, leading change, leading teams, managing conflict.
- What experiences do you need? For example: Leading leaders, international experience, leading change / transformation programmes, managing third party relationships.

Speak to people who can help you understand the most useful things to learn:

- People in the role you're aspiring to – how did they get there, what do they recommend you do?
- Your current leaders – what advice do they have based on their experience of working with you?

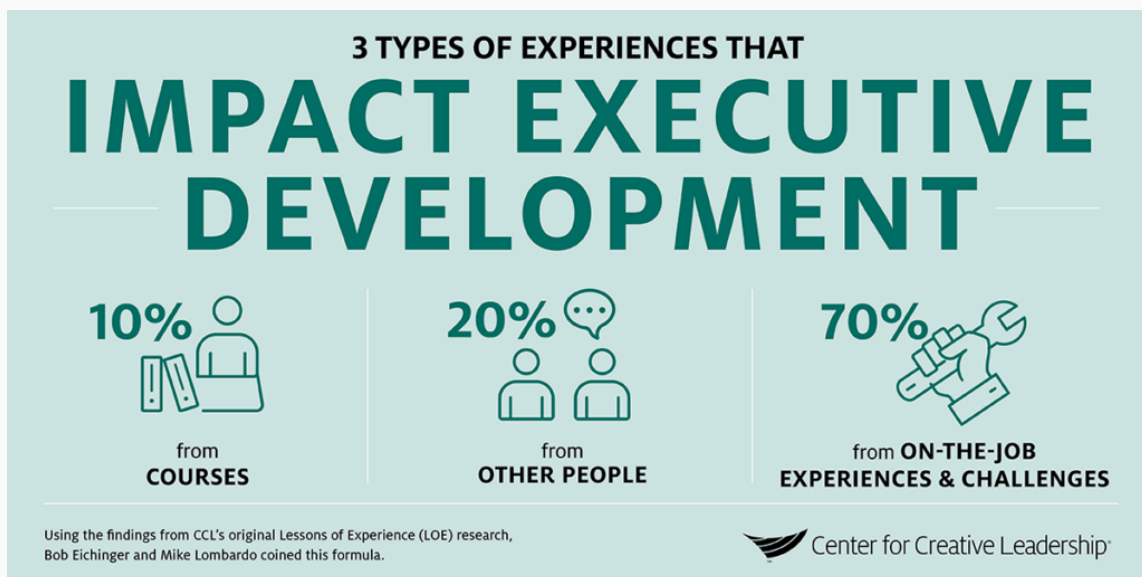
Step 3: Identify how you'll learn these things

Have you heard of the 70:20:10 learning model? Proposed by Charles Jennings, it highlights that we learn most effectively by 'doing'.

70% of effective career learning and development comes from experiences and challenges.

20% comes via learning from others (coaching, mentoring, social learning).

10% is formal learning, eg courses, reading, qualifications.



With this in mind, identify how you can gain the experiences that will enable you to develop the skills and knowledge you need. For example:

- Projects.
- Secondments.
- Taking additional responsibilities within your current role.
- Moving jobs as a stepping-stone to your overall goal.

Learning through experiences enables you to demonstrate your skills and achievements to others, while gaining evidence for your CV and interviews.

Step 4: Identify who can help you achieve your goal

It will really help to have people 'on your side' who can help you. Here are some ideas to get you started.

- Grow your professional network. Who can you connect with?
 - On LinkedIn it's easy to find and connect with people who do the type of role you're interested in, and often people are happy to have a conversation about how they developed their own career.
 - Who can you connect with in your industry / the industry or company you want to move in to? Where can you meet them?
 - If you're a member of a professional body do they have local meetings?
- An internal mentor: Someone within your organisation who has achieved your goal or similar and is willing to spend time enabling you to develop and grow towards your goal. They may share their own career experience and what they've learned, give you feedback and ideas, and introduce you to others in their network who can also help you.
- An external career mentor / coach: Someone outside of your organisation you can talk through ideas and issues with. They may be within your industry, which can give you a broader perspective and network; or they may be completely independent so you don't have to worry about things like confidentiality and 'politics'.
- A sponsor: someone who understands your career goal, believes you can achieve it and will talk about your achievements to the people who make decisions that will help you on your way.
- A 'technical coach' who can help you learn some of the knowledge and skills you've identified.

Step 5: Reflect on your learning and experiences

There are several ways you can do this, from writing (maybe in a 'learning and reflection journal', to talking things through with your mentor / career coach, through to taking time to think about what you've done and how you feel about it.

Whichever option you choose, here are some questions to explore:

- What did I learn?
- Did I enjoy this learning / experience?
- How does what I learned, move me towards achieving my career goal?
- What do I need to do to be able to apply my learning in a way that's useful?
- Does what I learned, change my career goal in any way?
- Which strengths did I use?
- Which strengths do I want to use more of or less of?
- What would have made the experience better?
- How fulfilled do I feel by the experience?
- How excited am I by what I learned?
- What do I want to do more of / less of, following this experience?

Keeping a record of your learning will help you in many ways.

- You can track your progress over time, against your goal.
- You can reflect on what you're enjoying, what strengths you're using, the skills you're developing and how you're applying them.
- It will help you to understand what you want to do more of, less of, and what you'll do differently next time.
- It's great for your performance review conversations.
- It will give you evidence for your CV and interviews.

CAREER DEVELOPMENT PLAN TEMPLATES

Whether you use one of these templates or another one, these points will help you create your career development plan:

- Write your goal using language that motivates you to achieve it. Focus on what this will enable you to do and how you will feel when you've succeeded.
- Stating your goal as if you have achieved it can help to embed your vision. For example: In 12 months I will be / have achieved...
- Identify which strengths will enable you to achieve your goals.
- Set yourself a realistic timetable, including for steps along your way.
- Think about things that may become obstacles to progress. What can you put in place to mitigate them?
- Include regular reviews so you can check progress, get feedback and see if anything needs to be changed.
- Keep a Learning & Reflection journal. How often you complete it and how much you capture is up to you. The benefit is that reflecting on your learning and progress enables you to process what it means to you, and to keep track of your progress.

[Learn more](#)

CAREER DEVELOPMENT PLAN TEMPLATES

My career goal:

YEAR 1	YEAR 2	YEAR 3
Quarter 1	Quarter 1	Quarter 1
Quarter 2	Quarter 2	Quarter 2
Quarter 3	Quarter 3	Quarter 3
Quarter 4	Quarter 4	Quarter 4

CAREER DEVELOPMENT PLAN TEMPLATES

My career goal:

	Year 1	Year 2	Year 3
Technical learning			
Skills development			
Experience to gain			

CAREER DEVELOPMENT PLAN TEMPLATES

My career goal:

	Activity	Learning	Benefits
Year 1			
Year 2			
Year 3			

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If you'd love some help with creating your Career Development Plan, here are a few ways I can help you:

- Check out my blogs for insights into career development, deciding what you want to do, working with your strengths, etc.
- You can purchase a 30 minute, 60 minute or 90 minute Focus session for online personalised coaching. [Book here:](#)

You'll find details of my career coaching and mentoring services, and other helpful resources including free downloads, on my website

StrengthsCoachingOnline.co.uk



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