

Individual Career Development Plan

A collaborative worksheet for setting growth goals and turning them into practical development actions.

PURPOSE	Connect employee aspirations, role needs, strengths, and development opportunities to measurable action.
BEST FOR	Employees and managers conducting a development conversation.

Employee	_____	Current role	_____
Manager	_____	Department	_____
Plan period	_____	Career horizon	_____
Prepared by	_____	Review date	_____

Career direction: What work, responsibilities, or capabilities would you like to grow toward?

1. Strengths and interests

STRENGTH / INTEREST	EXAMPLE OR EVIDENCE	HOW TO BUILD ON IT
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2. Development priorities

GOAL	ACTION / EXPERIENCE	SUPPORT / RESOURCE	TARGET DATE	SUCCESS EVIDENCE
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GOAL	ACTION / EXPERIENCE	SUPPORT / RESOURCE	TARGET DATE	SUCCESS EVIDENCE
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Potential obstacles and how we will address them

3. Check-ins

DATE	PROGRESS	NEXT STEP
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Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

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