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Career Development Plan Template

Personal Information

Name:

Current Role/Title:

Department/Team:

Date:

Self-Assessment

Strengths:
-
-

Areas for Improvement:
-
-

Values, Interests, & Needs:
-
-

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Career Goals, Path & Milestones

Short-Term Goals (Next 6–12 months):

-
-

Medium-Term Goals (1–3 years):

-
-

Long-Term Goals (3–5+ years):

-
-

Potential Next Roles or Lateral Moves:

-
-

Key Milestones and Checkpoints:

Milestone	Target Date	Status Notes

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Skill Development

Skill (Professional, Functional, Leadership)	Why It's Important	Specific Actions • Relevant Training / Certifications / Education • On-the-Job Learning (Stretch Projects, Rotations, etc.) • Networking / Mentoring Opportunities	Target Date

Support & Resources

Support Needed (Manager, HR, Coach, etc.):
-
-

Other Resources (Time, Budget, Tools):
-
-

Accountability Measure for yourself

-

-

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Progress Review

Check-In Frequency (e.g., quarterly):

Next Review Date:

Notes/Reflection from Last Review: