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| **Name:** |  |
| **Role:** |  |
| **Manager:** |  |
| **Date:** |  |
| **Review Date:** |  |

**Career Development Plan Template**

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| **Name:** |  |
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| **Career Goals:** List your goals in detail according to different time frames.   |  |  | | --- | --- | | **Short Term (6 months-1 year):** |  | | **Mid-Term (1-3 years):** |  | | **Long Term (3+ Years):** |  | |

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| **Self Assessment:** List your strenghts and areas for imrpovement.   |  |  | | --- | --- | | **Strenghts:** |  | | **Areas of Improvment:** |  | |

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| **Skills Development:** List the capabilities you need developing according type of skill.   |  |  | | --- | --- | | **Technical Skills:** |  | | **Soft Skills:** |  | | **Additional Training & Qualifications:** |  | |

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| **Action Plan:** Define actionable items in your career according to the following categories.   |  |  | | --- | --- | | **Networking:** | [Identify key contacts, networking events, and professional associations or communities that can help you] | | **Mentorship:** | [Identify possible mentors and advisors and schedule regular meetings] | | **Career Exploration:** | [Identify dfferent career paths or industries to ensure your exploration is thorough] | | **Work-Life Balance:** | [Set clear boundaries between work and your personal life, identify work hours, other interests to prioritize in addition to work life, etc.] | | **Resources Needed:** | [List resources you need to actually take action on your goals and game-plan] | | **Review Consistency:** | [Schedule review checkpoints to consistently reflect on your progress and adjust if necessary] | |

Feel free to customize this template according to your specific career aspirations and preferences. Good luck with your career development journey!