

COMMUNICATING YOUR CAREER GOALS - PD3430

I. Introduction

- A. Career Development is Your Responsibility
 - 1. Self-initiated
 - 2. Self-managed
- B. Overview of the 4-Step Career Development Planning (CDP) Process
 - 1. Prepare your Career Development Plan
 - 2. Manage Your Career Development
 - 3. Revise your Career Development Plan
 - 4. Implement your Career Development Plan

II. Prepare Your Career Development Plan

- A. Personal Vision/Mission Statement
- B. Values
- C. Interests
- D. Transferable Skills
- E. Personal Attributes
- F. Motivations

III. Design Your Career Development Plan

- A. Play to Your Strengths
 - 1. Talent
 - 2. Knowledge
 - 3. Skills & Abilities
- B. Determine Your Development Needs
 - 1. Gaps
 - 2. Abilities
 - 3. Perceptions
 - 4. Standards

- C. Communicate with Your Supervisor/Manager
 - 1. Present your Career Development Plan
 - 2. Ask for Feedback
 - 3. Request Support/Partnership

IV. Manage Your Career Development Plan

- A. Limit Your Focus
 - 1. Revise Your Plan
 - 2. Set priorities
- B. Develop SMART Goals
(*Specific – Measurable – Achievable – Realistic – Timed*)
 - 1. Align Your Goals with the Organization
 - 2. Revise Your Goals as Needed

V. Implement your Career Development Plan

- A. Obtain Support / Mentoring
- B. Stay the Course

VI. Resources & Strategies for Success

- A. Use a Variety of Developmental Approaches
- B. Involve Others
- C. Seize On-the-Job Opportunities
- D. Give and Receive Feedback

VII. Summary & Close

- A. What Have You Learned?
- B. What Will You Do Next?