

# Individual Career Development Plan Template

## Purpose of the individual career development plan:

This document is intended to guide the employee and supervisor through the process of setting employee goals and identifying needed training or support for goal attainment. It should help align, where appropriate, an individual's learning goals with their department's strategic goals and any performance goals that have been identified in the performance evaluation process. This guide is designed to serve as a collaborative tool for the co-development of goals and initiatives for an employee's work over the upcoming year.

## Goal Definitions:

1. Strategic Goal – these are the broad and strategic areas that the department leadership team has identified are to be acted upon by the entire department.
2. Performance Goal – these are goals set for the individual, typically set with the input of the supervisor. These goals identify a specific objective that the individual is intended to achieve throughout the course of the year. Typically identified at the beginning of the performance year as part of the annual performance evaluation process. Goals should be diverse in skills used and areas served and should take a holistic approach including the needs and desires related to the individual's professional interests and goals as well as the needs and desires related to the departmental interest and goals.
  - a. Work or project related goals – has clear end results or objectives to be completed within the next 12 months and are driven by the individual, team, or department needs or goals.
  - b. Development or learning goals – focused on long-term growth for and individual or current department future goals.
  - c. Team goals – focused on enriching the team environment and working relationships.

## Career Plan Content Areas:

For this guide, you will need to locate your department's vision and mission statement to complete the first two sections of the Individual Career Plan. Goals are the strongest and most successful when they are deeply rooted in the broader mission of the office or organization. These areas give a goal purpose and deeper impact on department functioning and growth when attained.

Does your department lack a vision or mission statement, or is it outdated? While it is beneficial to use these items in the Individual Career Plan and for annual goal development, **do not** forgo

setting goals or using this template due to a missing or incomplete vision or mission statement. If your broader division has a mission and vision statement, you could try using those to guide goal development. Otherwise, go on without them but consider developing a new statement in the near future. Do you need help with this process? Contact the Professional Development Center (PDC) for resources and support.

The following list details the purpose of subsequent areas of this Individual Career Plan Template.

1. **Department Vision:** a vision statement is an inspirational statement of an idealistic purpose or emotional impact of a company, group, or department. Vision describes the basic human emotion that a founder intends to be experienced by the people the organization interacts with. At Case Western Reserve University (CWRU), you may have a vision statement for your individual school or division, or you may simply use the broader university vision to guide your own work.

CWRU's Vision Statement: We aim to be recognized internationally as an institution that imagines and influences the future.

2. **Department Mission:** a mission statement is a concise explanation of the organization's reason for existence. It describes the organization's purpose and its overall intention. The mission statement supports the vision and serves to communicate purpose and direction to employees, customers, vendors, and other stakeholders. At CWRU, you may have a mission statement for your individual school, division, office, or team.

CWRU's Mission Statement: Case Western Reserve University improves and enriches people's lives through research that capitalizes on the power of collaboration and education that dramatically engages our students.

3. **Department Strategic Goals:** these are the broad and strategic areas that the department leadership team has identified are to be acted upon by the entire department.
4. **Performance Goals Overview:** this area is used to list goals and deliverable dates in a brief and comprehensive list. These items can be directly pasted into the annual performance evaluation "coming year's goal(s)" section.
5. **Individual Goal Training and Support Plan:** each subsequent page provides a template to break down performance goals individually into the following categories:
  - a. Individual goal
  - b. Beginning assessment
  - c. Skill or talent
  - d. Learning needed
  - e. Support or resource needed
  - f. Goal assessment

## Department Vision

→ An inspirational statement of an idealistic purpose or emotional impact of the future of a company, group, or department.

What is your department's vision statement?

## Department Mission

→ A mission statement is a concise explanation of the organization's reason for existence.

What is your department's mission statement?

## Department Strategic Goals

→ Determined by leadership and actionable by the entire department or team.

What are your department's strategic goals for the year?

## Performance Goals

→ These are goals set for the individual, typically set with the input of the supervisor. These goals identify a specific objective that the individual is intended to achieve throughout the course of the year. Typically identified at the beginning of the performance year as part of the annual performance evaluation process. Consider including work or project goals, development or learning goals, and team goals for a well-rounded year.

Sample Goal	Deliverable Date	Strategic Goal Alignment or Goal Type
Starting September 2022, I will host one information session per month through Zoom.	September 30, 2022	Strategic goal 2 alignment: meet students where they are by offering remote access to on campus content.

Goal 1	Deliverable Date	Strategic Goal Alignment or Goal Type

Goal 2	Deliverable Date	Strategic Goal Alignment or Goal Type

Goal 3	Deliverable Date	Strategic Goal Alignment or Goal Type

Goal 4	Deliverable Date	Strategic Goal Alignment or Goal Type

## Individual Goal Training and Support Plan

→ Based on the performance goals listed above, use this space to create a plan for what training, resources, or support are needed for goal achievement.

<b>Goal 1:</b>	
<b>Beginning Assessment:</b> What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?	
<b>Skills or Resources:</b> what skills, resources, or training do you need to develop to reach this goal?	
<b>Learning Experience:</b> what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?	<b>Support and Resources:</b> What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?
<b>Goal Assessment:</b> After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?	

<b>Goal 2:</b>	
<b>Beginning Assessment:</b> What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?	
<b>Skills or Resources:</b> what skills, resources, or training do you need to develop to reach this goal?	
<b>Learning Experience:</b> what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?	<b>Support and Resources:</b> What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?
<b>Goal Assessment:</b> After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?	

<b>Goal 3:</b>	
<b>Beginning Assessment:</b> What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?	
<b>Skills or Resources:</b> what skills, resources, or training do you need to develop to reach this goal?	
<b>Learning Experience:</b> what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?	<b>Support and Resources:</b> What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?
<b>Goal Assessment:</b> After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?	

<b>Goal 4:</b>	
<b>Beginning Assessment:</b> What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow?	
<b>Skills or Resources:</b> what skills, resources, or training do you need to develop to reach this goal?	
<b>Learning Experience:</b> what actions will you take to develop the needed skills to reach this goal? When will these actions be completed?	<b>Support and Resources:</b> What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you?
<b>Goal Assessment:</b> After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?	

# Individual Goal Training and Support Plan

## Sample Goal

<b>Goal 1:</b> Starting September 2022, I will host one information session per month through Zoom.	
<b>Beginning Assessment:</b> What is your current assessment of where you are in relation to this skill or content area? Is this brand new, are you at an advanced level? What do you hope to achieve or how will this help you grow? As a new employee, I have not yet hosted my own information session. I have used Zoom as a participant and in former positions, but I have not yet used it to host my own session or training. I would say that I am a novice at both hosting information sessions and utilizing an electronic platform to do so.	
<b>Skills or Resources:</b> what skills, resources, or training do you need to develop to reach this goal? I will need access to the most recent information session presentations, to set up a communications plan, create and RSVP collection tool for each session, and to learn Zoom Webinars.	
<b>Learning Experience:</b> what actions will you take to develop the needed skills to reach this goal? When will these actions be completed? I will reach out to our Utech liaison to discuss Zoom webinars, best practices, and to test the platform for presenting. I want to complete this session by August 15.	<b>Support and Resources:</b> What resources and support do you need to help you acquire, develop, or enhance the needed skills or knowledge? Who will help you? I need my supervisor to give me any feedback on updates to the presentation content and my presentation style. I need this by August 15..  I will also need the username and password for our RSVP platform as well as a connection to the communications team for assistance with advertising the events. I will need these to be completed by July 15.
<b>Goal Assessment:</b> After completing these actions, what do you hope to achieve? How will you measure success? What is the intended outcome of this action?  My goal is to host 1 webinar a month between September 2022 and June 2023. Success will include hosting 10 webinars, setting up a communications plan to attract attendance, and managing the RSVP platforms.	