

## Career Development Plan

When utilized correctly, the Career Development Plan portion can be extremely transformative, motivating, and impactful. The creation of an employee's Career Development Plan should be a two-way conversation that considers an employee's goals and aspirations, and gives supervisors the chance to make an investment in the employee's future.

### Learning Opportunities

The following is a list (not comprehensive) of available learning opportunities for you and your employees.

On Campus or at Home	Off Campus
<b><u>Learning &amp; Organizational Development</u></b> <ul style="list-style-type: none"><li>• Instructor Lead</li><li>• Virtual-video/audio</li><li>• Resource Center</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">NC Learning Center</a></li><li>• <a href="#">AMA</a> (American Management Assoc.)</li><li>• <a href="#">National Seminars Training</a></li></ul>
<b><u>Learning &amp; Development Portal</u></b> <ul style="list-style-type: none"><li>• Books 24/7</li><li>• Videos (Percepio)</li><li>• On-line courses-technical or transferable skill development</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">ASAP</a> (American Society of Admin Professionals)</li><li>• Trade Certifications</li><li>• Local/Regional/National Conferences</li></ul>
<b><u>Career Development Opportunities</u></b> <ul style="list-style-type: none"><li>• Staff Meeting Starters</li><li>• Retreats</li><li>• Coaching/Consulting</li></ul>	<ul style="list-style-type: none"><li>• Others...</li></ul>

## Sample Career Development Plan

### Career DEVELOPMENT PLAN

(See Section IV in Performance Guide)

At the beginning of the performance cycle, the supervisor should discuss development opportunities with the employee and list below any development activities established for the current cycle. Include resources that will be provided to the employee and indicate deadlines as needed. Progress under the career development plan should be discussed periodically during the cycle with the employee.

Considering the learning and career development opportunities you learned about at the Full Cycle Development Information Session, I would like you to invest at least 20 hours in your own professional development. At a minimum, I would like you to complete two of the suggested Learning & Development Workshops or Training regarding Effective Feedback or Leadership and/or complete the Leadership Experience Certificate (three full days).

#### Details:

- Send me an email detailing the activities (seminars, online learning, coaching, consulting, conferences) you have interest in participating in over the next performance cycle (due Jun 30).
- During the off-cycle reviews (talent conversations), I would like you to share what you have learned so far, how you plan to apply what you have learned, how I can help you, how it can benefit others inside and outside the department, and what results and challenges you have experienced in the application process.

## Additional Career Development Resources



The image features a hand-drawn diagram of four interlocking gears. Red arrows point from the labels 'CAREER', 'EDUCATION', 'GOALS', 'VALUES', and 'SKILLS' to their respective gears. A hand is shown drawing the central part of the 'VALUES' gear with a black marker. To the right of the gears, the text 'LEARNING AND ORGANIZATIONAL DEVELOPMENT & CATALOG LEARNING CENTER' is displayed in a purple and orange font.

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