

# CAREER DEVELOPMENT PLAN (CDP)

Creating a Career Development Plan will help you to focus on the goals, steps and activities you need to achieve greater success in your career. Having a CDP is creating YOUR VISION for YOUR career.



Complacency breeds  
mediocrity when we  
should be striving for  
excellence.

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*Example*

## CAREER DEVELOPMENT PLAN EXAMPLE

**Step 1:** *Write down any of your most important career interests.*

PRIMARY CAREER INTEREST: Reach the level (rank/classification) of Executive Management

**Step 2:** *Identify long-term professional goals (including positions desired within the organization).*

*Long-term professional goals:* (You can even set actual goal dates you want to achieve the positions)

1. Promote to Sergeant or Supervisor (Year)
2. Promote to Lieutenant or Manager (Year)
3. Promote to Captain or Commander (Year)

**Step 3:** *Identify any short-term goals that will contribute to long-term interests/assignments.*

*Short-term professional goals:*

1. Be an acting/interim supervisor or manager
2. Be a team leader for a special assignment or project
3. Join external community organizations
4. Develop my leadership acumen

**Step 4:** *List 2-3 activities that will help you reach each goal. Specify how you will accomplish the activities. Include what steps to take in order to reach the goals. Include any resources you might need, and when you will start and finish it. (Name as many as you want, this is just a short example).*

*Career development activities:*

*Short-term Goal 1:* Be an acting/interim supervisor or manager.

*Activity:* Seek out training that builds supervisory or management skills in order to be selected as an acting (in charge) supervisor or manager on an intermittent basis.

*How to accomplish:* You must let those in charge know that you are interested in an opportunity and when asked, accommodate the request. Cultivate good working relationships with those you work for, those you work with and those you will oversee.

*Starting date:* Pick a date and GET STARTED.

*Date of completion:* Keep it open unless you have decided on a designated timeframe.

*Short-term Goal 2:* Be a team leader for a special assignment or project.

*Activity:* Make yourself available for extra assignments outside of your regular work duties.

*How to accomplish:* Again, let those in charge of you know you are interested in participating in attending community events; working on internal administrative projects; being a part of a committee; being a mentor for a new employee; and when asked, accommodate the requests.

*Starting date:* RIGHT NOW (Ok, or set a date that works for you).

*Date of completion:* Leave open unless you have a designated timeframe.

*Short-term Goal 3:* Join external community organizations

*Activity:* Actively seek out community organizations that will get you involved in local or national community contributions.

*How to accomplish:* Begin by selecting an organization that is local and maybe you are familiar with like a faith-based organization, rotary, or a nonprofit. The organization you join can be interwoven into the work you do for your profession and can have mutual benefits as you build trust and bridge gaps between the community partnership and your organization.

*Starting date:* Anytime

*Date of completion:* Ongoing.

*Short-term Goal 4: Develop leadership acumen*

*Activity:* Request internal and external training opportunities focused on leadership development.

*How to accomplish:* Identify training available within the organization and submit interest and request approval. Explore opportunities for investing in my development if not reimbursed and include within my career development plan to make my organization aware of leadership growth through continual learning. Attendance at webinars, virtual and in-person training, one-on-one training experiences, and leadership reading materials.

**Step 5:** *Write down any additional skills, knowledge or experience you would like to acquire that may directly or indirectly help you in your current or future positions.*

1. Additional skills, knowledge, experience desired:  
Increase knowledge of technology programs within the organization: Excel,

Microsoft Teams, Customer Relations Systems, etc.

2. Enroll in training courses: conflict management, problem solving, analytical skills, leadership development, emotional intelligence, cultural diversity, etc.
3. Complete educational goals: AA, BA, BS, MA, MS, PhD and other certifications.

**Step 6: Identify when you will meet with your supervisor or manager and what will be discussed.**

**Progress report meetings:**

*Progress Meeting 1: Meeting with manager*

*Date and Time: Monday August 5, 10:00 a.m.*

*Purpose: Discuss opportunity to attend a community panel discussion*

*Progress Meeting 2: Phone call with manager*

*Date and Time: Friday September 7, 10:00 a.m.*

*Purpose: Address relevant learning from training class.*

*Progress Meeting 3: Virtual Meeting with Supervisor*

*Date and Time: Wednesday, September 10, 9:00 a.m.*

*Purpose: Request leadership development training and coaching.*

**NOTE:** This Career Development Plan can look as complex or simple as you choose. The importance is that you have one and you use it as a guide for your career goals.