

A black silhouette of a person in a business suit, jumping or running with arms outstretched and a briefcase held high in the right hand. The background is a light gray gradient with faint, overlapping circular patterns. A teal horizontal band is positioned across the middle of the image, containing the title text.

# YOUR CAREER DEVELOPMENT PLAN

*Lucy Walker*  
RECRUITMENT

# WHAT TO INCLUDE

A career development plan is a strategic document that outlines your goals, aspirations, and actions to progress in your career. It helps you set a clear path for professional growth and outlines the steps you need to take to achieve your objectives. Here's what you should include in a comprehensive career development plan:

## 1. Goal Role

This is the role you would be thrilled to hold in five years time, what you aspire for. You need to be specific about the job title/function, the level and scope of responsibility, the size and type of organisation, what you will achieve in that position, what you will enjoy about the role and finally, a target date for when you want to start in this role.

## 2. Stepping Stones Roles

These are the roles you will take on that will enable you to develop and build progressive experience and achievements on the journey to achieving your goal role. You need to be specific about the detail, your start dates and duration of each of these roles in your career journey.

## 3. Current Role

For this stage, you must outline all your current responsibilities, experience and achievements/successes which would support an application for your next target role in your career. Make a list of bullet points of all of the above and highlight in bold your weaknesses. Make sure to set the date you intend to be ready for a change in role.

## 4. Action Steps

These are action steps to take in order to develop on your weaknesses outlined in the previous section. Number the specific tasks and add dates to work on these.

## 5. I'm Right For This Road Because...

Relative to your next goal role in your career journey, make a bullet point list of all your strengths, what you really enjoy doing and any USPs or advantages you have, focus on how you can differentiate yourself from others who might apply for the same role.

## 6. Additional Training Required

Are there any training or qualifications you may need to support your goals and target roles? Identify specific courses or programs for you to undertake, including highlighting any books, tutorials, online educational platforms that will deepen your experience and broaden your knowledge and horizons. Make sure you include dates and timescales for these.

# CAREER DEVELOPMENT PLAN

Date Career Development Plan Created:

Review and Revision dates:

Goal Role - Target Date:

## Stepping Stones Roles

Role:  
Start Date:  
Duration:

Role:  
Start Date:  
Duration:

Role:  
Start Date:  
Duration:

## Current Role

Responsibilities:

Experience:

Achievements/Successes:

Weaknesses:

# CAREER DEVELOPMENT PLAN

## Action Steps

- 1.
- 2.
- 3.
- 4.
- 5.

## I'm Right For This Road Because...

My Strengths:

My USP's:

What I really enjoy:

## Additional Training Required



**YOUR GROWTH.  
OUR PASSION.**

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