



Comhaltas, Pobal agus Rialtas Árdál
Environment, Community and Local Government



West Cork Job Seeker Resource Centre

Career Development Plan

Name : _____

Introduction

Welcome to your Career Development and Learning Plan.

The information contained is comprehensive and detailed, and is your roadmap to achieving your career goals.

Most of the information to complete this plan can be extracted from the steps and tools you have worked through in the first two stages of the Career Progression Programme.

Your Career Development and Learning Plan is a valuable working document, and it will serve you well if it is followed and implemented.

You are advised to pay due attention in terms of time and effort into completing this plan. Your efforts will be rewarded.

While some aspects and questions may be challenging, it is best to work through the plan and complete it as well as you possibly can.

Remember – this is your plan, your career, and your future.

It is also an important investment. It may be one of the most important investments you will ever make.

Consider photocopying the plan before completing it, as regular reviews will be useful, circumstances change, and adjustments may be desirable.

Good luck, and enjoy.

Step 1: Skills

Your skills are of particular interest to employers.

Occupations that require you to use your motivated skills are likely to be most satisfying, while those that require you to use a lot of burnout/dislike skills are going to satisfy least.

Your development skills are those areas that may require up-skilling.

My skills areas are: _____ (Data, Ideas, People, and Things)

1. (Most Skilled) _____

2. _____

3. _____

4. (Least Skilled) _____

My top motivated skills are: _____

1 _____

2. _____

3. _____

4. _____

5. _____

My burnout/dislike skills are: _____

1 _____

2 _____

3. _____

4. _____

5. _____

My top development skills are: _____

1. _____

2. _____

3. _____

4 _____

5. _____

Notes:

Step 2: Values

You will be happiest in an occupation that is aligned with your core values.

The opposite is also true, where an occupation that is at odds with your core values is likely to negatively affect you over the longer term.

My most important core values are:

1. _____
2. _____
3. _____
4. _____
5. _____

Go to Possible Occupations List (at the back of the career plan), and eliminate those careers that will not satisfy, or are at odds with core values.

Examine the remaining occupations on the list and consider those that are best aligned with values.

Careers aligned with my core values:

Select 5 that fit best

1. _____
2. _____
3. _____
4. _____
5. _____

Write a sentence or a few words on what each of your top 5 core values means to you specifically:

1. _____
2. _____
3. _____
4. _____
5. _____

Notes:

Step 3: Interests

Primary interests:

1.

2.

3.

Go to Possible Occupations List (at the back of the career plan), and look to see which jobs are best aligned with your primary interests.

Careers aligned with my primary interests:

Select 5 that fit best

1.

2.

3.

4.

5.

Are there occupations that you had not considered previously that may fit well with your primary interests?

Please add these to your Possible Occupations List.

Notes:

Step 4: Personality

Here is a summary of your personality traits as they relate to career. You will need your personality report to complete this section.

My primary and secondary personality traits are:

Ranked in order – Note: Primary and secondary are ranked 1st and 2nd

Extraversion

Openness

Agreeableness

Conscientiousness

Resilience

Primary Trait:

Secondary Trait:

What does the report (In-Depth Big 5 section) tell me about my work preferences with regard to my primary and secondary traits in terms of the following?

How I interact with others:

How I like to work:

My own personal development needs are:

What strengths of personality are revealed in the report?

Step 5: Achievements and strengths

You will need your achievements and strengths tool to complete this section.

Achievements:

My top four lifetime achievements are:

1.

2.

3.

4.

My top four work related achievements are:

1.

2.

3.

4.

Strengths:

My top five strengths are:

1.

2.

3.

4.

5.

Notes:

Step 6: Barriers

List here your barriers and ask yourself seriously, If your barrier is real or perceived

Barriers	Real or Percieved
1	
2	
3	
4	
5	
6	

Can you think of ways to overcome or ways to lessen the effect of your barriers?

1

2

3

4

6

Step 7: Primary needs and wants

Compensation:

1

2.

3.

Environment:

1.

2.

3

Lifestyle preference:

1

2.

3.

Work content:

1.

2

3.

Job structure:

1.

2

3.

Location:

1

2.

3

Step 8 and 9: Reality Tested Options

To complete this section you must have completed reality testing your career progression options using the welfare progression checklist and reality testing tool.

Career option 1:

Job Title and description:

Welfare implications explored and understood? (Step 8)

Reality tested? (Step 9)

Skills and qualifications required:

Skills gap/training need identified?

Training and Development

Training courses/programmes that would address my training needs/skills gap:

Course 1

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Course 2

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Career option 2:

Job Title and description:

Welfare implications explored and understood? (Step 8)

Reality tested? (Step 9)

Skills and qualifications required:

Skills gap/training need identified?

Training and Development

Training courses/programmes that would address my training needs/skills gap:

Course 1

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Course 2

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Career option 3:

Job Title and description:

Welfare implications explored and understood? (Step 8)

Reality tested? (Step 9)

Skills and qualifications required:

Skills gap/training need identified?

Training and Development

Training courses/programmes that would address my training needs/skills gap:

Course 1

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Course 2

Course Name	Duration
Provider	Start Date
Qualification and Level	Completion Date

Step 10: The action plan

Preferred Career Options

What are your SHORT TERM Career Goals

What training development do you need to achieve short term career goals?

List steps to achieve short term career goals

1	Complete by :
2	Complete by :
3	Complete by :
4	Complete by :
5	Complete by :
6	Complete by :

What are your LONG TERM Career Goals?

What training development do you need to achieve long term career goals?

List steps to achieve short term career goals

1	Complete by :
2	Complete by :
3	Complete by :
4	Complete by :
5	Complete by :
6	Complete by :
