



BITE-SIZED CAREER STRATEGIES

Creating a Professional Development Plan

Talents & Strengths

Hard and soft/interpersonal skills.

What challenges, actions, and results (CAR) have you delivered from these skills to demonstrate you have those skills?

Development Opportunities

What skills are needed and required for the target position?

Find skills listed on job postings, www.onetonline, and LinkedIn. Research your industry and similar jobs.

Goals & Defined Training, Education, And Opportunities To Achieve Skills

How will you plan to accomplish your goal? What are the necessary actions to meet the new skills needed?

Ask for specific assignments at current job to attain skills, find mentor/coach, take certificate/training or volunteer.

Career Timeline

Plan and review job postings at the next level to map out goals and training. Monitor and adjust always to earn the most relevant training and gain skills employers/hiring managers want and need.

Finances

Evaluate current salary/benefit package and research next-level and target salaries.

What skills and training can you receive and gain experience in that employers need?

When thinking about finances, partner with professionals, or self-educate to build a diverse portfolio.

Network/Social

Evaluate the necessary actions to execute a plan. Think about professional associations, industry-related organizations, and groups that you will enjoy and help you achieve your career goals too.



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