Stonebridge Associated Colleges - Career Development Plan Template

Name: _____ **Date:** _____

Section 1: Self-Assessment (Where are you now?)

Current Role:

- What are your primary responsibilities?

- What aspects of your current role do you enjoy the most?

- What aspects of your current role do you find draining or challenging?

Skills & Strengths:

- List your top 3-5 professional strengths.

- List any key skills or qualifications you currently possess (e.g., software proficiency, certifications, communication skills).

Areas for Improvement:

- What 2-3 areas would you like to develop or improve? (e.g., public speaking, technical skills, leadership).

Section 2: Career Vision (Where do you want to be?)

5-Year Career Vision:

- Describe your ideal professional situation in 3-5 years. What kind of role, responsibilities, and impact do you envision?

What does "professional success" look like to you in this vision? (e.g., specific achievements, work-life balance, income level, industry recognition)

Section 3: SMART Goals (How will you get there?)

For each long-term ambition identified above, set 1-3 SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives.

SMART Goal 1:

- **Specific:** What exactly do you want to achieve?

- **Measurable:** How will you track progress and know when it's achieved?

- **Achievable:** Is this goal realistic given your resources and timeframe?

- **Relevant:** How does this goal contribute to your 5-year vision?

- **Time-bound:** By when will this goal be completed?

Action Steps for SMART Goal 1:

- List concrete, actionable steps to achieve this goal. 1. 2. 3. 4.

1.
2.
3.
4.

Resources Needed for SMART Goal 1: (e.g., specific courses, mentorship, time, financial investment)

(Repeat Section 3 for SMART Goal 2, SMART Goal 3, etc.)

Section 4: Skills Gap Analysis (What do you need to learn?)

Target Role/Industry (from your 5-year vision):

Skills I Have (Relevant to Target Role):

Skills I Need (Required for Target Role, but currently lack or need to improve):

Learning & Development Plan for Skills Gaps:

- For each skill gap identified, how will you bridge it? (e.g., online course, mentorship, hands-on project, reading)
  - *Example:* Data Analytics -> **Stonebridge Computing Diploma** / Online tutorials / Volunteer for data reporting project
  - *Example:* Leadership -> **Stonebridge TQUK Level 5 Diploma in Leadership and Management for Adult Care (RQF)** / Lead a small team project
  - *Example:* Veterinary Science knowledge -> **Stonebridge Access to Higher Education Diploma (Veterinary Science)**

Section 5: Timeline & Review (How will you stay on track?)

Overall Timeline:

- Set a target date for achieving your 5-year vision: _____

Review Schedule:

- How often will you review this plan?

    - Weekly (Quick Check-in): _____

    - Monthly (Progress Review): _____

    - Quarterly (Deep Dive): _____

    - Annually (Major Update): _____

Key Milestones & Dates:

- List important checkpoints or achievements with target dates.

Section 6: Support & Accountability

Who will you share this plan with (if anyone)? (e.g., manager, mentor, trusted colleague)

How will you hold yourself accountable? (e.g., set calendar reminders, join a study group, report progress to a mentor)