

**Roles A – F: Career development plan template**

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| Use this career development plan template to set your personal and professional goals, along with the steps you'll take to achieve them. Pick your top 5 areas for development from the Pathway (based on your Pathway skills assessment), and plan how you'll tackle them.You can create the plan with your line manager during career conversations, and review and update it as needed.**Note:** You don't need to plan for every skill or piece of knowledge in the Pathway - just focus on the ones you feel you need the most or are most important to develop. |

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| **Top tips:*** Agree goals that offer opportunity for development and some challenge.
* You should feel a sense of ownership of your plan and feel as though you have the power to be able to achieve it.
* Goals should be **SMARTER**: Specific, Measurable, Achievable, Realistic, Timebound, Exciting and Rewarding.
* Discuss progress regularly – ideally at least every three months but agree with your manager what will work for you both.
* Seek guidance and support in planning and accessing opportunities for development that allow you to achieve your goals. Use the skills assessment to identify your actions and check the Skills for Care website for non-qualification based learning resources.
* Seek feedback from colleagues too – identify strengths and areas for further development. Discuss the things you can do for your development.
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1. **Identify strengths and areas for development -** Consider how to use your strengths to find more development opportunities at work through engaging with others and learning on the job, as well as through formal training.

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| **What things do I love doing** **and energise me?**  |   |
| **What are my proudest achievements at work?**  |   |
| **What activities drains my energy?**  |   |
| **What are the situations where I am less comfortable, confident, or effective?**  |   |

1. **Reflect on your development areas and create a plan to achieve your long-term goals as outlined in the Pathway.** Refer to your skills assessment to identify knowledge or skills to improve. Consider the conversation with your manager and any additional support needed.

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| **My SMARTER long-term career or development goal(s) (12 months+)** | **Here are the actions I'll take to achieve my long-term goal(s)**(E.g., refer to your Pathway skills assessment for the knowledge or skills you want to develop)  | **By when?** | **What, or who can help?** (learning, on-the-job support, buddying, coaching from manager, etc) | **How will I know when I’ve achieved my goal?** |
| (E.g., I’ll be a Practice Leader by the end of 2025, by teaching a team of 10 how to provide quality care in my specialism. I’ll review my progress every 3 months with my manager and adjust my approach based on team feedback.) | (e.g., I’ll complete the online course to learn how to mentor others, and then start mentoring x people)  | (E.g., by end March 2025)  | (E.g., the Skills for Care leadership development resources and my mentor will share tips with me …) | (E.g., I’m developing a small team in my area of specialism …) |
| (E.g., I’ll learn presentation skills so that I can teach my team…) | (E.g., by end March 2025) | (E.g., I’ll watch learning videos on presentation skills and practice...) | (E.g., I’ve started running training sessions for my team. We meet monthly and I coach them in between…)  |
| (E.g., I’ll start developing practitioner level knowledge in this specialism by reading journals and share how we can improve client care plans…)  | (E.g., by September 2025) | (E.g., my manager / buddy to discuss my new ideas…) | (E.g., I’m part of the client care team as specialist in x area…) |
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