**Career Development Action Plan Template**

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| Employee |  |
| Job Title |  |
| Department |  |
| Manager / Supervisor |  |
| Plan Date |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Career Goals (SMART)** |
| **SMART** | **Goal** | **Timeframe** |
| Specific |  |  |
| Measurable |  |  |
| Achievable |  |  |
| Relevant |  |  |
| Time-Bound |  |  |
| **Strengths and Work Style Analysis** |
| **Category** | **Description** |
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| **Skills and Competency Development** |
| **Skill Category** | **Current Level** | **Target Level (by Year 5)** |
|  | Intermediate | Advanced |
|  | Strong | Expert |
|  | Developing | Proficient |
|  | Basic | Advanced |
| **Training, Education, and Certification Costs** |
| **Category** | **Description** | **Estimated Cost** |
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| **Action Plan** |
| **Improvement Activity** | **Target Date** | **Owner** | **Status** |
|  |  |  | In Progress |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Scheduled |
|  |  |  | Pending |
|  |  |  | Pending |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|  | **X** |  |  |  |  |  |  |  |  |  |  |  |
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| **Success Metrics and Evaluation** |
| **Metric** | **Description** | **Measurement** |
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| **Career Advancement** |
| **Category** | **Description** | **Action Steps** | **Target Date** |
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| **Self-Assessment and Feedback** |
| **Category** | **Employee Reflection** | **Manager Feedback** |
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| Review and Acknowledgement |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |

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