**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12344&utm_source=template-word&utm_medium=content&utm_campaign=Career+Development+Action+Plan-word-12344&lpa=Career+Development+Action+Plan+word+12344)Career Development Action Plan Template**

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| Employee | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Job Title | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Department | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Manager / Supervisor | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Plan Date | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | |
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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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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