

Career Development Plan Template

Step 1: *Write down your primary career interest.*

PRIMARY CAREER INTEREST: sales management for instance

Step 2: *Identify long-term professional goals (including positions desired within the company).*

Long-term professional goals:

1. Become a Regional Sales Manager e.g
- 2.
- 3.

Step 3: *Identify the short-term goals that will contribute to long-term interests.*

Short-term professional goals:

1. Be in top 10% of sales achievers for each quarter
2. Be a team leader
3. Take on a product area, for instance

Step 4: *List 2-3 activities that will help you reach each goal. Be sure to specify how you will accomplish the activity, including any resources you might need, and when you will start and finish it.*

Career development activities:

Short-term Goal 1: Be in top 10% of sales achievers each quarter

Activity 1: Go on sales calls with senior sales managers.

How to accomplish: Arrange mentoring with a senior manager. Ask them to lunch and cultivate a working relationship.

Starting date: Next Monday, October 15th.

Date of completion: Next Friday, October 19th.

Activity 2: Read the top two trade publications each month to increase knowledge.

How to accomplish: Subscribe to them through work.

Starting date: Tomorrow, October 12th.

Date of completion: Tomorrow, October 12th through next year.

Short-term Goal 2:

Short-term Goal 3:

Step 5: *Describe tasks in your current job that are contributing to long-term goals and that you would like to emphasize or perform more frequently.*

Suggested task emphasis\expansion:

1. Working on projects with marketing and product development units.

Step 6: *Describe tasks in your current job that are not contributing to your long-term goals. Suggest ways to minimize, eliminate, or delegate them to others.*

Suggested task minimization/elimination:

1. Weekly meetings with Channel Sales (could send Sharon Lee in my place)
- 2.

Step 7: *Write down any additional skills, knowledge or experience you would like to acquire that may directly or indirectly help you in your current or future positions.*

Additional skills, knowledge, experience desired:

1. Becoming proficient in technical aspects of our software programs.
- 2.
- 3.

Step 8: *Describe when and how progress checkpoints will occur (e.g., memos, phone calls, meetings, etc.) and what developmental activities will be completed or discussed at these times.*

Progress Checkpoint 1: Meeting with manager

Date and Time of Checkpoint: Monday September 5, 10:00 a.m.

Purpose: Discuss sales calls with xx

Progress Checkpoint 2: Phone call with manager

Date and Time of Checkpoint: Friday September 9, 10:00 a.m.

Purpose: Address relevant learning from sales seminar