TOOLS FOR MANAGERS

# Career Development Planning Worksheet

**Employee**

**Manager**

**Conversation date**

**Current role**

Complete together. Both the employee and manager receive a copy.

## 1. Where Do You Want to Go?

What role, career direction or type of work interests you?

## 2. What Does That Role Require?

Review role requirements. Identify skills already demonstrated and skills to develop.

**Current strengths and experience**

**Skills and experience to develop**

## 3. What Can We Start Practising Now?

Identify practical opportunities: mentoring, training, projects, shadowing or courses.

**Employee commitments (action and target date):**

**Manager commitments (opportunities, support and resources):**

## 4. Current Role Performance

Identify any areas of current role that require more attention.

## 5. When Will We Check Again?

Agree on how progress and readiness will be reviewed during regular coaching.

**Follow-up date**

**Evidence of progress or milestones to review**