

Career Development Planning Template

Personal Information

Full Name

Current Position

Department/Team

Date

1. Career Goals

Short-Term Goals (6-12 months)

Long-Term Goals (1-5 years)

2. Skills Assessment

Key Strengths

Areas for Improvement

3. Development Activities

Planned Activities (training, mentoring, projects, etc.)

Support / Resources Needed

4. Progress & Review

Milestones & Timeframes

Manager Feedback / Notes

Sign-Off

Employee Signature

Manager Signature