

Appendix B

Sample Self-Development Plan

A GOOD WAY to think of a self-development plan is as a business plan for your career development. Like a business plan, it should express your desired goals (both short-term and long-term), your objectives, and the resources you need. (Some development plans even include a calculation of return on investment, as anchored to market rates of salaries associated with promotions, although this is not necessary.) All elements of the plan should be specific enough to allow you to self-monitor your progress. The following is a sample outline for a development plan that you can adapt for your own use. A copy of this sample may be accessed on the HAP web page: www.ache.org/pubs/dye_garman.cfm.

Name _____

Date _____

Part 1: Career Goals. In this section, define the direction you would like to see your career going. It is often most helpful to have at least three anchors—3, 5, and 10 years are used here, but you can select different anchors as you see fit for your circumstances. *Note:* If you are uncertain about your career goals, then identifying them should be your first step.

Answer the following questions for each of the numbered items below: What would you like to be doing, and where would you like to be? What would be your ideal work setting, position, lifestyle, etc.? If you are planning to remain in your current position, how would you improve the way you work or the way your position is structured?

1. Steps I will take to identify my career goals:

<i>What I need to learn</i>	<i>Whom I can learn this from</i>	<i>My action plan</i>	<i>Due date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Three-year goals: _____

3. Five-year goals: _____

4. Ten-year goals: _____

Part 2: Developmental Needs. In this section, prioritize the developmental steps you will need to take in pursuit of your career goals. *Note:* If you do not have a clear sense of your developmental needs, then clarifying them should be your first step.

1. Steps I will take to clarify my developmental needs: _____

2. Competencies I need to develop: _____

<i>Competency</i>	<i>How I will develop</i>	<i>My action plan</i>	<i>Due date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____