



WESTERN
NEW MEXICO UNIVERSITY

Career Development Planning

Career Development Plan

Introduction:

Have you ever heard the saying “What gets measured gets done?” By documenting your career development goals and the plan to achieve them, you are placing yourself in a better position for success.

The Career Development Plan can be a valuable tool to use when you talk to your manager about your career and development. It helps you take the interests you have identified, the role you are interested in, the strengths and areas of development you have identified, and create a plan of action to help you get there.

Career Development - WNMU



Build the career that suits you best. Increase your in-role responsibilities, make a lateral move, get a promotion, or venture to a brand-new career path.

Use the Career Development Plan to help you design your future, today.

Employee Name:	
Current Role:	
Future Role: (If applicable)	
Date of Plan:	

Career Development Plan

Your Career Development Plan should include your top 2-3 development (SMART) goals for your current or future roles. Consider your strengths and areas for growth and development as you document your plan and track progress.

Strengths

1. _____
2. _____
3. _____

Areas for Growth and Development

1. _____
2. _____
3. _____

Top Development Goals	Expected Outcomes (What is the value or benefit to you and WNMU?)	How Will You Measure Success?
1.		
2.		
3.		

Development Actions:

In the space below, identify and track the specific development actions you will take for each goal. The most effective learning can take place through experiences gained on the job. It is important that you consider this as you identify your development actions. Experiences, relationships and/or education are ways to develop or strengthen your skills and competencies needed.

- **Experiences:** Opportunities for you to learn and practice new behaviors: stretch assignments, projects, change in function, new areas of responsibility.
- **Relationships:** Connections that will strengthen your capabilities: manager, peers, coach, mentor, etc.
- **Education:** Other learning activities that will help you strengthen your capabilities: Skillsets, courses, webinars, etc.

Goal	Development Actions	Start Date	End Date
1.			
2.			
3.			

What are the potential challenges or barriers to achieving your development goals? What is your plan to overcome them?

TRANSITION PLANNING: If you are planning for a future role, work with your manager to define a plan for someone to assume your current role. This is not a requirement of this document but a placeholder for future discussions. DELETE if appropriate.

Career Development Plan

Next Steps

1. Set up time with your manager to discuss building and implementing your Career Development Plan.
2. Set aside time to work on your development regularly (e.g., monthly).
3. Update your Career Development Plan as you make progress (or changes).
4. Periodically review your progress with your manager (e.g., quarterly).

Tools & Resources

To drive your career, you need to be constantly learning. Opportunities to grow are all around at WNMU. Use these resources to help build your Career Development Plan.

Tools & Resources	Description
Skillsets Online	www.Skillsetonline.com A paid subscription for WNMU to over ~7,000 learning modules. Pick your topic and search for availability.
Canvas – SMART Goals	Guide to creating SMART goals for career development planning https://wnmu.instructure.com/courses/861074/pages/employee-career-tools/edit
Tuition Waiver	Use the Tuition Waiver to continue your learning opportunities
Student Career Services @WNMU	Contact Career Services - @575-538-6277
High 5 Test – (Strengths test)	https://high5test.com/strengthsfinder-free/ HIGH5 is a free strengths test
16 Personalities – (Personality Tests)	https://www.16personalities.com/esfj-personality

Career Development Plan

3-6 Months

- Quick Wins
- Short steps towards goals
- Tangible actions
- Making headway on your plan
- Employment
- Stabilization of income
- Gaining experience
- Adding skills to resume

6-12 Months

- One year out, what would like to be doing differently?
- Start on new skills training
- NEW ideas to share with others
- Building your business network
- Establishing reputation
- Demonstrating leadership
- More skill-action examples

Beyond 12 Months

- Details of plans that will take more time to implement
- Stretch your goals
- Set goals in areas that might be more ambitious
- Align plans with your long term goals below
- Include personal ambitions

Long Term Goals

Life beyond the organization where you are currently working

These plans confirm the alignment of the goals above – tie them together

- Where else would you like to work?
- Are there skills you lack, that would help you grow into the position you want?
- Do you have self-employment ambitions, here's the place to plan them?
- Are there opportunities you can explore in your current job?
- Is there a career that might be a better fit for the type of work you are good at?
- What transferable skills do you want to develop that will open more doors?
- Are you ready for a leadership position? Do you want to lead teams?