

Health Services Professional Advisory Committee

Career Development Plan

Template

Executive Skill Building Program

**Part 2 of 4**

v 1.5.5 October 30, 2019 Click here for [Professional Core Competency Document](https://dcp.psc.gov/OSG/hso/sub-careerdev-career_prg.aspx)

Template Career Development Plan (CDP)

The Career Development Plan contains three sections: the Knowledge and Skills Self- Assessment, a Notes area for you document key points from your Interviews with Experts, Supervisors, and Mentors, and a section for you to document the skills and plan of action for the next 12 to 18-month.

**\***List your existing skills for each competency and determine your proficiency tier (see Professional Core Competencies Skills Inventory and the Proficiency Tiers for Professional Core Competencies).

# Section 1: Knowledge and Skills Self-Assessment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Title | Dates |  | Current | Skill | Sets | Corresponding Core Competencies | Proficiency | Tier |
| Your position  Your position Your position | 20xx- present  Start - End | Your skills here Your skills here Your skills here | Your Core Competency | | | | Tier x | |
| Your skill here | Your Core Competency | | | | Tier x | |
| Your skills here | Your Core Competency | | | | Tier x | |
| Start - End | Your skills here | Your Core Competency | | | | Tier x | |

Section 2: Interview Notes from Experts, Supervisors and Mentors

|  |  |  |
| --- | --- | --- |
| Dates Experts, Supervisors, Mentors Notes | | |
| Date here  Date here  Date here | Place name here | Your notes here |
| Place name here  Place name here | Your notes here |
| Your notes here |

Section 3: Skills and Action Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Started | Skills | Corresponding Core Competency | Goal and Action(s) | Name of Training/Activity | Supervisory Approval (Yes/No) | Date of Completion |
| Date here | Your skills | Your Core Competency | Goals and actions goes here | 1. Training / Activity here 2. Training / Activity here 3. Training / Activity here 4. Training / Activity here | Yes or No | Date here |
| Date here | Your skills | Your Core Competency | Goals and actions goes here | Training / Activity | Yes or No | Date here |
| Date here | Your skills | Your Core Competency | Goals and actions goes here | Training / Activity | Yes or No | Date here |