

## CLS Career Development Action Plan Form

### Set SMART Goals

Use the SMART model when setting development goals/activities -- make sure they are: **S**pecific; **M**easurable; **A**ction-Oriented; **R**ealistic; **T**imebound

## Career Development Action Plan - **EXAMPLE**

Employee Name: John Doe Date: 1/29/2018 Supervisor Name: Jane Doe

### Self-Assessment Summary Statements

**Career motivators in my current position:**

I want to be integral in providing efficient and top-notch services to our customers while maintaining strong, positive relationships. I would also like to be continually improving my own skills as well as all aspects of the services we provide.

**Skills and competencies to be developed:**

Customer service, problem-solving, consistently keeping within budget, time management, project management, process improvement, presentations and public speaking, organization.

**Vision of future career direction(s):**

I would like to build my management skills, have more freedom in designing services, and gain supervisory responsibilities. I envision moving to an Analyst IV or Coordinator position within my unit.

### Career Goals

**Short-Term (1 year):**

Maintain and improve customer service skills and ratings, develop better time and project management skills, and become better at documenting throughout the project timeline (from start to follow-up).

**Medium-Term (2-5 years):**

Become a great presenter and project coordinator. Gain some supervisor/manager experience.

**Long-Term (5+ years):**

Managing a unit and in charge of creating new services. Being a liaison for customer feedback and response.

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### Development Activities and Experiences

Activity	Action Steps	Milestones/Success Measures	Estimated Cost(s)	Target Completion Date(s)
Example: Advanced Excel course	Register through UC Learning Center	Course completion	\$AB	2/29/18
Project management skills training	Register for PMI Course	Obtain PMP certificate; report on how to apply new skills and concepts to my current projects	\$XYZ	5/15/18
LEAN Process Improvement workshop	Register through UC Learning Center	Completion of all workshop classes and project, obtain White Belt	\$ABC	3/1/2018
Get a mentor through AMP (formerly ABOG)	Apply to AMP mentorship program	Completion of program: fulfill all program obligations and meetings		12/31/18
Leading the Frontline course	Apply to program via UC Learning and Organization Development	Completion of program: attend all classes, go through coaching, assessments, and assignments	\$XYZ	10/31/18

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### Approval

	PRINT NAME	SIGN NAME		
Employee:	John Doe		Date:	1/29/2018
Direct Manager/Supervisor:	Jane Doe		Date:	1/29/2018
Director:	Jen Doe		Date:	1/29/2018
*AVC:			Date:	

**Direct Manager/AD/ Service Manager/OD AD/AVC:** Your signature indicates approval for time off of work on dates provided and for the expenses indicated.

\*AVC Signature required for out-of-state travel.

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### Notes or Follow-up on Previous Questions (if needed)

I am also interested in learning more about sustainability, responsible energy use, and building improvement, in order to design better, future-forward programs for our customers. This would create services that are high in demand, with the added benefit of saving UCSF money. I would also need to explore more technical fields (HVAC, waste management protocols, technical understanding of high-performance buildings' best practices, etc.)

### Employee / Manager Follow-up Meetings

Scheduled for:

4/1/18

7/1/18

10/1/18

### Reflections