



## Creating Your Career Development Plan

The main objective of the Career Development Mentoring Program is to help mentees create a five- or ten-year career development plan. A career development plan allows you to establish a set of career-related goals and objectives based on your personal needs and values. This plan can serve as a powerful guide for your future career decisions. More importantly, this flexible plan is a “living” document that can and should change as you personally evolve, grow, and develop.

A career development plan consists of the following elements:

1. My Interests and Values
2. My Current Career
3. My Skills, Competencies and Target Development Areas
4. My Career Plan

Before creating the development plans, make sure that you have a clear vision of the goals, skills and behavioral standards that you would like to achieve. Consider the following:

- Personal and career goals
- Work/life balance needs
- Personal and organizational expectations
- Appropriate developmental tools that are available to you

During the process of creating development plans, make sure that you:

- Incorporate as much as possible opportunities for internal and external learning
- Tailor the plan based on your personal and career goals
- Tailor the plan based on your important values
- Make the plan challenging based on your current abilities
- Discuss with your mentor expectations and measures for success

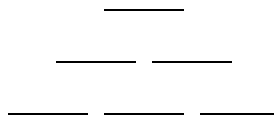
Please note: These guidelines are provided as an input to stimulate your thinking on creating effective career development plans. It is by no means all-inclusive and your specific needs, circumstances and preferences must be considered. If you would like more information on how to craft career development plans or need assistance while in the process of completing your career development plan, please contact the mentoring program administrator at [mentoringprogram@pseg.com](mailto:mentoringprogram@pseg.com)

## My Interests and Values

Instructions: Refer to the Deal Me In and Invest in Your Values Assessments used in the beginning of the program. Look at your results and paint a picture of your values and interests based on the assessments. What do these values and interests say about your future career choices and career development?

### Deal Me In

This is my pyramid of interests (highlight the boxes and type in your answers):



I found that my interests lie primarily in (check all that apply):

People     Ideas     Things     Data

Look at the corresponding occupations that fall in your primary interest area(s). Are there any occupations you would consider pursuing? What next steps might you consider taking?

What insights has this assessment given you in terms of career development?

### Invest In Your Values

The following are my top seven values, with their corresponding dollar assignments:

Value	Dollar Amount
1.	\$
2.	\$
3.	\$
4.	\$

5.	\$
6.	\$
7.	\$

If you were to base your future career choices on your top values, what would your future career look like? Consider the following: the type of company you work for (if you work for a company at all), your work schedule, your work environment, your co-workers, your salary, etc. What is a normal working day like in an ideal career that incorporates your most treasured values?

What insights has this assessment given you in terms of career development?

### My Current Career

Instructions: Please refer to the SWOT Analysis assessment. Utilize the space below to flesh out your strengths and weaknesses and analyze any opportunities and threats in your current position.

- In each quadrant, write out your ideas in bullet form. Be as specific as possible. Use past performance appraisals and/or any insights from previous self-assessments.
- Challenge yourself to come up with true insights. Write down your initial thoughts and revisit your assessment the next day when your mind is fresh.
- Share your analysis with a trusted peer to get feedback.
- Edit and revise your analysis. Sharpen less specific ideas.
- Once you have completed and revised your assessment, analyze what it means for you.

	STRENGTHS	WEAKNESSES
I	<i>Your internal positive</i>	<i>Your internal negative</i>
N	<i>attributes and selling points</i>	<i>attributes and selling points</i>
T		
E	▪	▪
R	▪	▪
N	▪	▪
A	▪	▪
L		

	OPPORTUNITIES	THREATS
E	<i>Uncontrollable external events</i>	<i>Uncontrollable external factors</i>
X	<i>that you can potentially leverage</i>	<i>that may work against you</i>
T		
E	▪	▪
R	▪	▪
N	▪	▪
A	▪	▪
L		

What insights has this assessment given you in terms of career development?

### My Skills, Competencies, and Target Development Areas

Instructions: Please refer to the Self-Evaluation of Skills and Goals worksheet, the Foundation Skills article, and The Learning Zones assessments. Use these resources as a guide to compile a list of your skills and competencies. How can you incorporate these strengths in your career plan?

#### Self-Evaluation of Strengths and Development Areas

What professional skills do you currently possess? In which professional skills do you feel you need greater improvement? Consider the types of skills you use in your position on a daily basis.

#### *Technical Skills*

Competencies/Strengths	Target Development Areas
▪	▪
▪	▪
▪	▪
▪	▪
▪	▪

*Communication Skills*

Competencies/Strengths	Target Development Areas
▪	▪
▪	▪
▪	▪
▪	▪
▪	▪

*Other Skills*

Competencies/Strengths	Target Development Areas
▪	▪
▪	▪
▪	▪
▪	▪
▪	▪

**The Learning Zones**

How did you rate your skills and savvy behaviors? How did others rate you? Where did the similarities and differences fall? Why do you think the similarities and differences exist?

Map your results below by filling out the appropriate boxes with:

P = Polished

CI = Continuous Improvement

RE = Rough Edges

Skills and Savvy Behaviors	Personal Rating	Supervisor Rating	Respondent Rating	Respondent Rating
Being a team player				
Communicating effectively				
Solving problems				
Managing resources				

Understanding systems				
Maintaining quality				
Serving customers				
Exercising leadership				
Taking initiative				
Integrating new information				
Managing change				
Planning strategically				
Recognizing your strengths				
Knowing your weaknesses				
Learning from success/failure				
Setting realistic learning goals				
Enlisting coaches				
Accepting feedback from multiple sources				
Accepting feedback non-defensively				
Asking questions to ensure understanding				
Being receptive to diverse ideas				
Taking responsibility for learning				
Applying learning from others' experiences				
Getting up to speed quickly				

In which skills or savvy behaviors were there big differences between your personal rating and your respondents' ratings?

Why do you think such differences exist? Would you consider talking to your respondents in order to determine the reasons for their ratings?

In which skills and savvy behaviors did you receive marks of rough edges and continuous improvement? What can you do to move these skills and behaviors into the polished category?

What insights has this assessment given you in terms of career development?

### My Career Plan

Instruction: Refer to the Career Leverage Inventory assessment. Also keep in mind the conversations you had with your mentor as well as yourself throughout the program. For the next five to ten years, in what direction would you like your career to go? What type of career moves are you considering – a vertical, lateral, or maybe a rotational move? Would you change your current position?

How would you then address the skill gaps you need to develop to prepare for your career progress? What are some training programs and development tools that you would consider? Please keep your supervisor informed while you complete your career development plan.

Important: Please also keep in mind that while creating your career development plan, you have to consider the current demands and responsibilities of your job and department. Ask yourself the following questions (see Career Leverage Inventory) while creating your development plan:

- Is your team leader, supervisor, or manager likely to support this option?
- Are you willing to invest the time and energy to prepare yourself for this option?
- Are your past experiences and qualifications well-matched with this option?
- Is this option consistent with the strategic direction of the organization?
- Can you accomplish this within the time frame you have allocated for yourself?
- Can you get access to the training necessary for this option?

### *How do you plan to develop your career?*

According to the Career Leverage Inventory assessment, I am most ready to move my career through this particular method:

There are several career moves that I am considering at this point. They are (please list in order of preference, with your most preferred career move going into the first slot):

- 1.
- 2.

- 3.
- 4.
- 5.

Plan of Action	Measurement	Target Deadline

*What is your plan to address your skill gaps and areas of improvement? As you address your skill gaps, what skills and competencies can you also leverage?*

My current skill gaps and areas of improvement are:

- 1.
- 2.
- 3.
- 4.
- 5.

The skills and competencies I can leverage are:

- 1.
- 2.
- 3.
- 4.
- 5.

Plan of Action	Measurement	Target Deadline

*What are your long term career and development goals?*

My long term career goals are:

- 1.
- 2.
- 3.
- 4.
- 5.

Plan of Action	Measurement	Target Deadline

My long term development goals are:

- 1.
- 2.
- 3.
- 4.
- 5.

Plan of Action	Measurement	Target Deadline

**Other Thoughts About My Future**

Suggested Activity: While you are at home, find a quiet place to sit and reflect on your future. Paint a picture in your mind of what your ideal career looks like. When you think about your ideal career, do not consider only what job or profession you would like to have.

What do you picture yourself doing happily for the next five or ten years? Where would you like to channel your passion and energy? In what type of profession would you be able to contribute to your fullest capability? What type of job would fit the life changes you expect would take place in the next several years?

Other considerations: what does your work environment feel like? Would you have an 8-hour workday? What are your co-workers like? If you have one, what is your boss like? What would be your duties and responsibilities in a regular workday? What types of people would you be dealing with? What types of benefits would you receive from work? What challenges would you face on the job? What amount would you see in your paycheck?