



ABOUT THIS TOOL

Your *Development Plan* is a personalized roadmap to help you achieve your career goals – from acquiring specific experience, pursuing learning opportunities and getting promoted to the next rank/role. The activities you outline in this plan will be your next steps to move forward.

When creating your plan, use the feedback received from your supervisor and your reflections on your future aspirations, and the development experiences that you believe would be most beneficial to advance in your career. Discuss with your supervisor what you need to do to be successful, as well as potential developmental opportunities that will support your plan and career advancement.

Your *Development Plan* is created by you, for you. It is your responsibility to carry out this plan with the guidance and support of your supervisor. As such, it is recommended that you schedule check-ins to reflect on your growth, get feedback and assess opportunities and constraints that could impact your plan.

DEVELOPING SMART GOALS



ADDITIONAL TIPS

- Realize that the most successful action plans address only 2-3 items at most.
- Be strategic! Pick areas that, once improved, will also improve other areas.
- Develop the action plan with action steps, ownership and timelines. Make your plan SMART. If your action plan does not address each of these criteria, then it is less likely to deliver your intended results.
- Regularly review your action plan to determine progress and make necessary changes.

STEPS TO COMPLETING YOUR DEVELOPMENT PLAN

1

Identify Your Focus
Are you focused on growing in your current rank/role or preparing for your next one?
Tip: First make sure you have mastered your current role before focusing on getting ready for the next one

2

Assess Your Skills and Use Feedback
Incorporate the feedback you've received. Use informal and formal feedback from your supervisor and team.

7

Share Your Plan and Check In Frequently
Share your goals and get input from others. Your supervisor can help you clarify, define and keep you accountable on your goals

MEMBER'S CAREER DEVELOPMENT ACTION PLAN

Member's Name: _____ Supervisor's Name: _____
Current Rank: _____ Date: _____

MY DEVELOPMENT FOCUS My current development efforts are focused on...	WHAT AM I GOOD AT What are my talents and strengths to use more or develop further?	WHAT I WANT TO IMPROVE OR LEARN What are the important areas for me to improve / enhance?	CHECK-IN Check-in with your supervisor periodically to discuss your progress								
<input type="checkbox"/> Growing in my current rank/role <input type="checkbox"/> Preparing for the next rank <input type="checkbox"/> Other: _____			<table><thead><tr><th>DATE</th><th>NOTES</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	DATE	NOTES						
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Determine Timing
Be realistic! By what date will you be able to accomplish these actions?
Tip: Consider the schedule and availability of your resources

3

Enter Your SMART Goals
Review the tips provided on page 1.

MY ACTION PLAN

WHAT DO I WANT TO ACCOMPLISH What is my specific goal and what strengths or development area(s) does it address?*	WHAT WILL I DO? What action(s) will I take to make progress?	BY WHEN?	RESOURCES Support or resources I need to achieve my goal	WHAT IS THE STATUS OR RESULT? What actions have I taken?
Goal #1				
Goal #2				
Goal #3				

8

Track Your Results

- What were the lessons? What did I learn about myself?
- What actions should I incorporate into my daily routine?
- What should I keep or not keep doing in order to be more effective?

4

Select the Strengths or Development Areas your Goal is Addressing
Check that your goal is aligned to the expectations of your rank/role in areas, included but not limited to the following:

- TPS competencies,
- Skills and performance, and
- Leadership potential

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Create Action Steps
List the activities and tasks needed to accomplish your goal. Consider the following:

- **On-the-job opportunities:** take on new projects, give presentations or join a task force
- **Observe and model others:** experiment with new behaviours; seek feedback regarding your effectiveness
- **Practice the desired behaviour:** start with a trusted friend, another member, or a small group. Ask for frequent feedback
- **Conduct research:** read books, journals, articles, manuals, etc
- **Consult with others:** interview others who might be subject matter experts in a different area
- **Coursework/Study:** participate in training programs at TPS, eLearning, outside seminars and other adult education classes
- **Off-the-job application:** Join or lead a community group, try a new skill in a volunteer organization.



DEVELOPMENT PLAN

Member's Name: _____

Supervisor's Name: _____

Current Rank: _____

Date: _____

MY DEVELOPMENT FOCUS	WHAT AM I GOOD AT	WHAT I WANT TO IMPROVE OR LEARN	CHECK-IN	
My current development efforts are focused on...	What are my talents and strengths to use more or develop further?	What are the important areas for me to improve / enhance?	Check-in with your supervisor periodically to discuss your progress	
<div><input type="checkbox"/> Growing in my current rank/role</div> <div><input type="checkbox"/> Preparing for the next rank/role</div> <div><input type="checkbox"/> Other: _____</div>			DATE	NOTES

MY ACTION PLAN							
WHAT DO I WANT TO ACCOMPLISH				WHAT WILL I DO?	BY WHEN?	RESOURCES	WHAT IS THE STATUS OR RESULT?
What is my specific goal and what strengths or development area(s) does it address?*				What action(s) will I take to make progress?		Support or resources I need to achieve my goal	What actions have I taken?
Goal #1	Competencies:	Skills and Performance:	Leadership Potential:				
	<div><input type="checkbox"/> Mindset</div> <div><input type="checkbox"/> Impact</div> <div><input type="checkbox"/> Development</div> <div><input type="checkbox"/> Connections</div>	<div><input type="checkbox"/> Operations/Administrative</div> <div><input type="checkbox"/> Service/Community Relations</div> <div><input type="checkbox"/> Leadership</div> <div><input type="checkbox"/> Strategic / Planning</div>	<div><input type="checkbox"/> Influence Change</div> <div><input type="checkbox"/> Excellent Judgement</div> <div><input type="checkbox"/> Inspiring Leadership</div> <div><input type="checkbox"/> Drive and Motivation</div>				
Goal #2	Competencies:	Skills and Performance:	Leadership Potential:				
	<div><input type="checkbox"/> Mindset</div> <div><input type="checkbox"/> Impact</div> <div><input type="checkbox"/> Development</div> <div><input type="checkbox"/> Connections</div>	<div><input type="checkbox"/> Operations/Administrative</div> <div><input type="checkbox"/> Service/Community Relations</div> <div><input type="checkbox"/> Leadership</div> <div><input type="checkbox"/> Strategic / Planning</div>	<div><input type="checkbox"/> Influence Change</div> <div><input type="checkbox"/> Excellent Judgement</div> <div><input type="checkbox"/> Inspiring Leadership</div> <div><input type="checkbox"/> Drive and Motivation</div>				
Goal #3	Competencies:	Skills and Performance:	Leadership Potential:				
	<div><input type="checkbox"/> Mindset</div> <div><input type="checkbox"/> Impact</div> <div><input type="checkbox"/> Development</div> <div><input type="checkbox"/> Connections</div>	<div><input type="checkbox"/> Operations/Administrative</div> <div><input type="checkbox"/> Service/Community Relations</div> <div><input type="checkbox"/> Leadership</div> <div><input type="checkbox"/> Strategic / Planning</div>	<div><input type="checkbox"/> Influence Change</div> <div><input type="checkbox"/> Excellent Judgement</div> <div><input type="checkbox"/> Inspiring Leadership</div> <div><input type="checkbox"/> Drive and Motivation</div>				

