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| Career Planning Worksheet |
| **Career Aspirations**  *Use the following questions to help you think through your career aspirations and goals.* |
| Imagine your ideal job at WCS. How would you describe it? |
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| Thinking about your job today, which aspects of your work do you find most meaningful? |
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| What skills would assist you in doing your work better? |
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| As you think about you ideal job, what could be a next step in your career progression? |
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| **Strengths and Opportunities for Development**  *Use the following questions to help you think through your development opportunities.* |
| What are your primary five skills (i.e., those where you have the most proficiency and/or those you enjoy using the most)? |
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| What are the top two or three skills you would like to develop or improve in order to grow in your current role or prepare for another role? |
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| **Action Steps**  *Use the following questions to help you think through steps that you can take to develop your career.* | |
| As a next step towards your long-term career goals, what *information, experiences, support* would you like to gain over the next 6-12 months? | |
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| As a next step towards your long-term career goals, what *skills* would you like to strengthen over the next 6-12 months? | |
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| What steps could help you explore the goals above?  ***Please be sure to work with your manager to see what might be possible.*** | |
| * Informational interviews with individuals in your ideal career | * Mentoring |  |  |
| * Special (‘stretch’) assignments | * Online courses |
| * Job shadowing | * Workshops |
| * Temporary assignment | * Other |
| * Cross-functional project team | * Other |  |  |
| For more information about on-the-job learning experiences, visit <https://learn.wcs.org/learningexperiences/>. | |  |  |
| Who could help you think about your career development? Think both inside and outside WCS (E.g., mentors, friends, family, community networks, etc.) | |
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*Adapted from Harvard Business Publishing*