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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
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| * Special (‘stretch’) assignments
 | * Online courses
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| * Job shadowing
 | * Workshops
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| * Temporary assignment
 | * Other
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| * Cross-functional project team
 | * Other
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| 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*