

Individual Career Development Plan

Step 1: Complete your background information (to be completed by the employee)

Complete this step to assist you in setting your development goals. Once you have completed Step 1, schedule a meeting with your supervisor to complete Step 2 together.

Name: Kim Brown	Current Position: Custodial Worker, Charlie Browne Elementary School, PMD, HPW Hire Date in Current Position: May 25, 2009	Review Period from: June 20, 2010 to June 20, 2011
<p>Performance summary of past achievements as per previous personal performance plan (PPP) evaluations.</p> <p>I met all goals set in my previous PPP. Of note, I received positive feedback about my rapport with staff and user groups as well as the quality of my work. During the PPP evaluation period, I also acted in a supervisory role on 3 separate occasions: August, September, and Jan-March, receiving positive feedback for each of these acting roles. I enjoyed the experiences and increased responsibility and want to pursue more acting supervisor opportunities as I guide my career path toward an entry level finance position.</p>		
<h3>Career Goals</h3>		
<p>Review your career interests and abilities to determine your short and long term career goals.</p> <p>I enjoy working with people, perform the functions of my job well, and have had success in recent acting supervisory roles. I have acquired all safety training needed to perform my job. As I am fully qualified in my position, I would like to pursue more supervisory opportunities; therefore, a short-term goal is to continue to act in supervisory custodial positions as the opportunities present themselves.</p> <p>A personal long-term goal has been to complete a Business Administration diploma.</p> <p>My short-term work goal is to secure a full-time entry level position in finance within the next year. From there, my long-term work goal is to acquire an intermediate finance position within the next 3-5 years.</p>		

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Areas of Strength (Knowledge, skills and competencies) Based on your past performance, consider the knowledge, skills and competencies in which you have excelled over your career.	Areas for Development – Based on your past performance, strengths and career goals, identify and prioritize your areas for development.
<p>Strong people skills</p> <p>Organized</p> <p>Excellent time management skills</p> <p>Quick learner</p>	<p>I would benefit from more supervisory acting assignments to further develop me in a lead role in the custodial field (short-term) or to enable me to gain entry into the finance field (long-term). These assignments will build and refine my supervisory skills.</p> <p>I am studying for a Diploma in Financial Accounting (3 credits remaining). Once earned, I will apply for any temporary assignment or entry level positions that come up in any of the finance branches.</p>

Date Step 1 Completed: May 20, 2010 Employee's signature: Kim Brown

Date scheduled to meet with your supervisor to jointly complete Step 2: May 27, 2010

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Step 2: Planning for Your Development Goals Using the SMART Goals Approach (to be completed by the employee in consultation with the supervisor)

Set your development goals. Set short and/or long term SMART goals. Short term goals 1-3 years to achieve Long term goals 3+ years to achieve	Action Steps – How do you plan to achieve each goal? What action will be taken? When and where will it take place? What will be the result of this action?	Date or timeframe to achieve this goal	Obstacles and Solutions – What obstacles could prevent you from achieving this goal? What possible solutions exist?	Evaluation – Examples of success could be positive feedback from a supervisor, successful completion of a course, etc.
Gain more experience by applying for relevant acting assignments or TAs that arise this year.	Will consult with my supervisor about applying on TA opportunities to help me build experience in a supervisory role. Explore other relevant acting opportunities in other locations in the custodial program.	Throughout my PPP evaluation period.	Support from my supervisor for upcoming supervisory opportunities. I will ensure my availability to act should I be considered for an acting opportunity. I have my supervisor's support to apply on a 3 month acting assignment coming up Feb-May, 2011) in a different unit.	Acted in August when my supervisor was on vacation. My supervisor provided positive feedback (from the school's principal) about my performance. Opportunity to act in October for 2 weeks, denied by supervisor based on operational requirements. Will consider other opportunities as they arise. My supervisor approved my request to act from Feb-May 2011. The supervisor at the school forwarded positive feedback to my supervisor.

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Finish the 3 remaining courses needed to earn my Diploma in Business Administration.	Continue to study so I can finish by the end of the term (December).	Term ends Dec 12. Will write final exams and complete assignments.	No obstacles at this time. Have booked vacation time to ensure this timeframe is clear of obstacles so I can focus on coursework, assignments and exams.	Completed requirements needed to earn a Diploma in Business Administration. (Dec/10). Have updated my resume to reflect this achievement.
Secure a full-time position in finance within the next 3 years.	Watch the employment postings for relevant positions. Meet with department finance manager to introduce myself and express my interest in finance field. Check Staff Development Branch for any upcoming relevant courses that will help me transition into YG finance.	Ongoing Set up appointment to meet with finance manager in July. Applied for in-house budget course to be held April15-17.	None Set up appointment following finance manager's return from vacation. Getting approval from my supervisor. Supervisor could not approve as we are short-staffed in April. Encouraged me to apply for next course offering.	None as yet, will continue to watch. Met with finance manager. He asked about my availability to work one day per week in his unit. When I expressed interest, he said he would discuss this idea with my supervisor. However, due to operational requirements in our unit, this opportunity was not possible. I attended the budget course in May.

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Date Step 2 Completed: May 27, 2010

Employee's Signature: Kim Brown **Supervisor's Signature:** Robert Green

Step 3: Future Updates to Individual Career Development Plan

Updates	
Update #1: No updates, goals on track.	Employee's signature: Kim Brown Date: June 25, 2010
Update #2: No updates, goals on track.	Employee's signature: Kim Brown Date: December 2, 2010 (discussion at PPP mid-point check-in)
Update #3: Met with HR advisor to restructure my resume to better position me for supervisory custodial or entry level finance roles.	Employee's signature: Kim Brown Date: May 26, 2011
Update #4: Secured finance job December 21 and reached my ICDP goal!	Employee's signature: Kim Brown Date: December 30, 2011