

Career Enhancement Progression Plan

(Optional Form)

Step 1: Assess existing skills and responsibilities.

Identify the skills required to succeed in the current job.

Identify activities to improve skills required to succeed in the current job.

Identify relevant skills the employee possesses that are not currently being utilized?

Step 2: Identify potential areas for growth and development.

What is the employee currently doing that could be enhanced with additional training?

What additional skills or responsibilities may enhance the employee's ability to further the mission and goals of the department?

What are the employee's interests or goals?

Step 3: Identify training, mentoring, or other opportunities so that the employee can successfully apply new skills and knowledge. (See Career Enhancement Plan Outline for examples.)

Step 4: Evaluate the Career Enhancement Progression Plan as necessary and provide the employee with feedback.

Evaluation is the key to the success of the Career Enhancement Progression Plan.

