

# PROFESSIONAL DEVELOPMENT & CAREER PLANNING

## 1 ASSESS AND EVALUATE WHAT INTERESTS AND MATTERS TO YOU

## 2 IDENTIFY SHORT-TERM AND LONG-TERM GOALS

## 3 DETERMINE THE ACTION TO ACHIEVE YOUR GOALS

### Review Leadership Competencies

Complete self-assessment to identify areas for improvement.

### Identify Important Career Elements

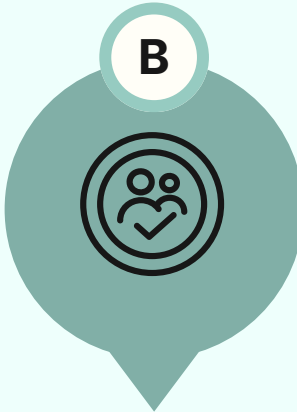
Type of work (independent vs. group).  
Job location and task repetition.

### Do you know what opportunities and roles exist within government?

Yes → Identify areas for improvement.  
No → Speak to supervisor/colleagues or explore government departments (via Moodle's 'Orientation to Government' page).

### Experiential Learning or Formal Training?

Practice (e.g., presentation).  
Formal course/training.

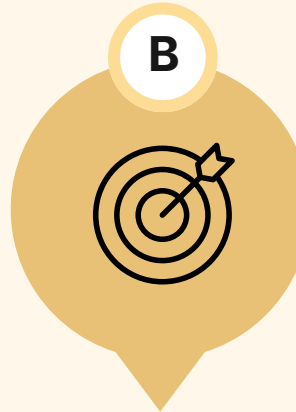
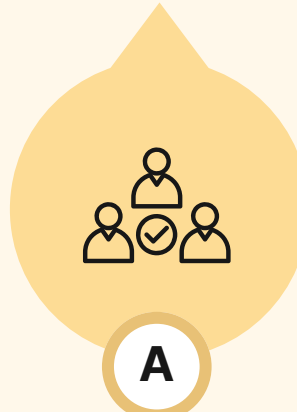


### Identify Skills

Hard skills: Gained through education/work experience.  
Soft skills: Gained through life experiences.

### Do you know required credentials and experiences for your goals?

Yes → Work on filling gaps.  
No → Speak to supervisor/HR for more info.



### Are your goals SMART?

Specific, Measurable, Attainable, Relevant, Timely.  
Examples of goals:  
Short-term: Improving presentation skills.  
Long-term: Working towards a supervisory role.



### Need support from supervisor?

Example: Time off for training or help with tasks.



For more information and details, sign up for a Career Planning session through Pathways to Learning.

