

PROFESSIONAL DEVELOPMENT & CAREER PLANNING

1

ASSESS AND EVALUATE WHAT INTERESTS AND MATTERS TO YOU

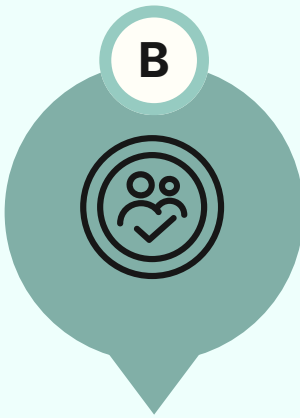
Review Leadership Competencies

Complete self-assessment to identify areas for improvement.

Identify Important Career Elements

Type of work (independent vs. group).

Job location and task repetition.



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.

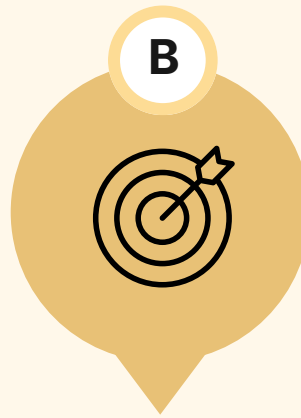
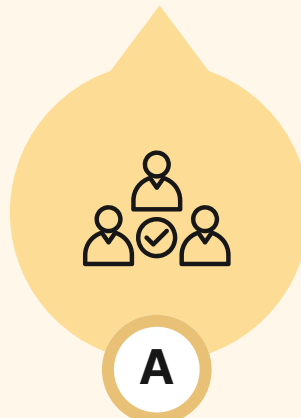
2

IDENTIFY SHORT-TERM AND LONG-TERM GOALS

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).



Are your goals SMART?

Specific, Measurable, Attainable, Relevant, Timely.

Examples of goals:

Short-term: Improving presentation skills.

Long-term: Working towards a supervisory role.

3

DETERMINE THE ACTION TO ACHIEVE YOUR GOALS

Experiential Learning or Formal Training?

Practice (e.g., presentation).

Formal course/training.



Need support from supervisor?

Example: Time off for training or help with tasks.

SHAPE THE
Future

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

