

# Career Plan Template

08

**Fall**

## Personal Data

**Name:**

**Career Plan Update:**

## Career Field and Specific Jobs

Write a general description of the career field (Healthcare, for example) you plan to pursue and **why** this career field appeals to you. Explain how your interests, work values, skills, and aptitudes align with this career field. You can list more than one career field.

## Set goals

Goal Setting is the process of planning and documenting the steps necessary to reach the desired outcome.

Goal setting helps:

* Define and describe your goals
* Determine what steps will be needed to achieve goals
* Know how close you are to achieving the goals

Follow the principles for goal setting and make a list of goals for yourself. Include at least two short-term goals (within six months), two mid-term goals (next year), and one long-term goal (five years).

**Principles for SMART goal setting:**

**Specific Measurable Achievable** **Realistic** **Time Limited**

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| Short-term Goals (within six months) |
| 1.
 |
| 1.
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| --- |
| Mid-Term Goals (next year) |
| 1.
 |
| 1.
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| --- |
| Long-Term Goals (within five years) |
| 1.
 |
| 1.
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## Qualifications needed

*Explain the qualifications needed in this career field.*

* Describe the certificates/degrees, education or training process.
* List specific programs of study and courses leading to the qualification.
* List specific places (colleges, apprenticeships, on-the-job training) where you might get the training and why you would choose that.

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| Qualifications needed |  |
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| Specific programs or study and courses |
|  |
| Specific places  |
|  |

## Useful work experiences

* Describe work experiences or volunteer opportunities that would help you reach your goals.
* List and describe possible sites to get experiences that will help you develop the skills for the job or explore the career field. These may be paid or unpaid experiences.

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| Work experiences |
| Part time or casual jobs |
| Volunteer work |

## People or Organisations that could help me

*List and explain how people/ organisations could help you.*

* Relatives and friends with knowledge or business connections related to your occupational choice
* School counsellors and teachers
* Local resources—colleges, volunteer organisations, business people

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| --- | --- |
| People |  |
|  |
| Organisations  |
|  |

## Plan of action

* List of courses to take to help you prepare for your career of interest
* Projects, volunteer opportunities, community or school activities, or work experiences to explore
* College-entrance applications to complete, tests or interviews needed

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| --- | --- |
| Courses  |  |
|  |
| Things to explore |
|  |
| Requirements  |
|  |