

Career Development Action Plan Template Example

Employee:	John Doe
Job Title:	Financial Analyst
Department:	Corporate Finance
Manager/Coach:	Emily Johnson
Version:	1.0/2024

Career Goals (SMART)

SMART	Goal	Timeline
S pecific	Complete advanced financial forecasting and data visualization course.	Q3 2024
M easurable	Complete two advanced Excel modeling courses and one forecasting project.	By Q4 2024
A chievable	Utilize company-provided training and mentorship support.	Ongoing
R elevant	Advance financial modeling expertise, align with career progression.	Immediate impact
T ime-bound	Present a forecasting model to senior leadership.	By Q4 2024

Strengths and Work Style Analysis

Category	Description
Key Strengths in the Role	Analytical mindset, problem-solving skills, attention to detail.
Preferred Work Style	Independent with structured collaboration.
Best Learning Method	Hands-on projects, interactive training, mentorship.
Ideal Work Environment	Collaborative, data-driven, clear functional collaboration.
Challenges and Growth Area	Public speaking confidence, cross-department communication.

Skills and Competency Development

Skill Category	Current Level	Target Level (by Year 2)
Financial Modeling	Intermediate	Advanced
Data Analysis	Proficient	Expert
Leadership and Communication	Developing	Proficient
Risk Assessment	Basic	Advanced

Training, Education, and Certification Costs

Category	Description	Estimated Cost
Corporate-Sponsored Training	Advanced Excel and Data Analysis Course	\$0.00
Certification and Learning	CFA Level 1 Certification	\$2,000.00
External Education Programs	Financial Analysis Bootcamps	\$500.00
Conferences and Seminars	Global Financial Leadership Summit	\$250.00
Technology and Tools Needed	Tableau License, Bloomberg Terminal Access	\$1,000.00

Action Plan

Improvement Activity	Target Date	Owner	Status
Advanced Excel and Data Analysis Training	08/31/2024	Employee	In Progress
Lead in Financial Forecasting Project	09/30/2024	Employee	Not Started
Cross-Training in Corporate Strategy	09/30/2024	Employee	Not Started
Industry Conference Participation	09/30/2024	Employee	Scheduled
360-Degree Feedback Assessment	09/30/2024	Manager	Pending
Self-Review	09/30/2024	Manager	Pending

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Training								X				
Forecasting Project												
Cross-Training												
Industry Conference									X			
360-Degree Feedback Assessment												X

Success Metrics and Evaluation

Metric	Description	Measurement
Key Performance Indicators (KPIs)	Forecasting accuracy, dashboard efficiency.	Weekly and monthly reports.
Performance Review Process	Assessment of knowledge and technical skills for advancement.	End-of-year and quarterly goals.
Performance Review Schedule	Biannual review of progress toward goals and skill acquisition.	Manager evaluations.
Feedback Collection Method	360-degree surveys, self-assessment, peer feedback.	Survey data and review results.

Career Advancement

Category	Description	Action Steps	Target Date
Target Future Roles	Senior Financial Analyst	Complete advanced training and forecasting expertise.	Mid-2025

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Maine. Office of Career Education



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