

Assignment Details and Rubric

Assignment 1: Professional Development Plan

Course outcome assessed in this Assignment:

- **MT490-6:** Evaluate career skills in the field of business and management.

Reflecting on the results of your [Focus™ 2 Career](#) assessments, your occupation and job opportunity exploration, and the understanding you garnered from the Career Services presentation, complete the following requirements to develop a Professional Development Plan:

- Create 1, 2, 5, and 10-year career goal statements. A goal statement explains your desired accomplishments and outcomes resulting from planning and hard work. Your goals should be very specific, realistic, measurable, and readily observable. Answer the following questions about each goal statement:
 - What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 1-year goals?
 - What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 2-year goals?
 - What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 5-year goals?
 - What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 10-year goals?
 - What barriers, weaknesses, threats or obstacles may prevent you from accomplishing your goals in a timely manner (e.g. spare time, funding, family commitments, etc.)?
 - What will you do to overcome the obstacles you perceive as barriers, weaknesses, threats or obstacles?
 - Determine if higher education or certifications will be part of your plan to achieve your goals.
 - How will you utilize the Career Network to help achieve your goals?
 - Write in APA style format with no grammar or spelling errors.
 - Submit your essay to the Unit 10 Assignment 1 Dropbox.

Professional Development Plan- goals, personal branding, continuous development and improvement, etc...

Assignment 1: Professional Development Plan			
Professional Development Plan			
Criteria:	Points Possible	Points Earned	Comments
<ul style="list-style-type: none"> • Well Done (8-10 pts.) • Acceptable (5-7 pts.) • Weaknesses (2-4 pts.) • Problematic (0-1 pts.) 			
Create 1, 2, 5, and 10-year career goal statements.	1		
What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 1-year goals?	1		
What knowledge, skills, abilities, and behaviors do you need to acquire	1		

or improve in 1 year to accomplish your 2-year goals?			
What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 5-year goals?	1		
What knowledge, skills, abilities, and behaviors do you need to acquire or improve in 1 year to accomplish your 10-year goals?	1		
What barriers, weaknesses, threats or obstacles may prevent you from accomplishing your goals in a timely manner (e.g. spare time, funding, family commitments, etc.)?	1		
What will you do to overcome the obstacles you perceive as barriers, weaknesses, threats or obstacles?	1		
Determine if higher education or certifications will be part of your plan to achieve your goals.	1		
How will you utilize the Career Network to help achieve your goals?	1		
1-2-page essay in APA formatting with no grammatical or spelling errors.	1		
Total	10		