

Career Action Plan—Unit 9 Assignment

Checklist:

- Provide a title slide for your presentation (Slide1).
- **Provide a long-term career goal** (Slide 2): Your career goal should be a goal that you can realistically accomplish in approximately 2 to 7 years.
- **Insert your current skills—My Present**
Refer to Tab 2 of the IDP regarding your skills: Where are you right now in terms of your career progress? What current strengths and weaknesses can you identify? What current skills and experiences do you have that make you stand out? This question is important because it will help you to establish a clear picture of your current skills, experiences, and areas for improvement as well. You will want to make sure to reflect upon recent course readings, discussions, and activities that have helped you to recognize your strengths, weaknesses, interests, and abilities.
- **Breakdown your goals into short and long term—My Future**
Make sure that you delineate how this goal is reached by breaking it down into short-term goals of 1 month to 2 years, and long term goals from 2 to 4 years and 4 years to 7 years for the long term (as show in your IDP, tab 3). Note the connections between the goals. You can access an example on tab 4 of the IDP.
- **Provide the strategy and process—My Path:** Describe your strategy for success by explaining the route you will take to move from point A (my present), to point B (progress towards achieving goals), to point C (achievement of short-term goals) and all the way to point D (achievement of long-term goals). Make sure to also identify at least two specific career resources from the Unit 9 Reading that you might make use of as you are working towards achieving your career goal and explain why these resources will be helpful.
- **Provide your action plan—My Actions:** What are some of the steps or ACTIONS you will need to complete in order to get your desired outcome (minimum three steps/actions)? Make sure to include a projected completion date for each step/action. Include a mix of short-term and long-term action items/completion dates.