



Career Skills Development Activity Planning

Fill out this planning sheet for each skill goal you choose. It can help you with direction and progress definition. Complete steps 1 - 5 and have a meaningful discussion with your supervisor and CDC. Use the information from this form to guide you on your journey. Complete step 5 Including notes and use to record your progress and report your successes to your supervisor and CDC.

Name: _____

Date: _____

1. Chosen Skill To Develop 	
2. Development Plan (How I plan to approach my chosen skill) 	
3. Specific Steps I Plan to Take: <ul style="list-style-type: none"> • • • 	4. AT Completion, what will it look like: <ul style="list-style-type: none"> • • •
5. Return and Report	
<u>Do</u> What I did to accomplish my goal.	
<u>Assess</u> How would you assess your progress	
<u>Learn</u> What did you learn while working on this goal?	
<u>Apply</u> How has this impacted your work?	
<u>Reflect</u> How was this work transformational?	
<u>Supervisor/Mentor Meetings</u> How were these meeting helpful?	
<u>CDC Meetings</u> How were these meetings helpful?	
Notes	