

1. Career Development Goal

Write your objective to be accomplished. Start with the end in mind.

Set your expectation for growth using the SMART technique: Specific, Measurable, Achievable, Realistic, Time-bound.

Enhance instructional design and facilitation skills by implementing a Presentation Skills class for UC Davis/UC Davis Health by March 31, 2020, and to ensure sustainability of the course include a train-the-trainer session too.

Target Date

Set an achievable and realistic date for reaching your goal.

March 31, 2020

Date Achieved

Celebrate your success!

2. Skill(s) Being Developed

List those specific skills, talents, and abilities you want to learn, develop, and enhance.

- Analyze current workforce skills gap
- Develop instructional design competencies
- Enhance knowledge of change management

3. Next Steps

How will you acquire the skills, knowledge, and experience? What activities do you need to complete and by when?

Activities/Tasks	Target Date	Done
<ul style="list-style-type: none"> • Begin analyzing current workforce gap concerning presentation skills • Prepare justification statement and present findings to supervisor 	April 1 May 1 May 15	X
<ul style="list-style-type: none"> • Begin development of first draft of Presentation Skills course • Incorporate draft review edits into final course materials and present to supervisor 	Jun 15 Oct 15	
<ul style="list-style-type: none"> • Coordinate course offering with Training and Development • Create Presentation Skills marketing materials 	Oct 30 Nov 15	
<ul style="list-style-type: none"> • Facilitate Presentations Skills class • Facilitate Presentation Skills train-the-trainer session 	Coordinate with T&D	

4. Resources

What items do you need to be successful? For example – release time, tuition assistance, etc.

- Block time on calendar to work on course and schedule review meetings in advance
- Budget approval for Go-Pro purchase (\$350)
- Training and Development Program Assistant to enter course into UC Learning Center and schedule classes

OPTIONAL: Set quarterly check-in dates with your leader or mentor.

Q1 May

Q2 August

Q3 November

Q4 February