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RE-IN-JOB

THE PROFESSIONAL PATH

from interests, attitudes, skills, competences, to the
creation of a career plan



WHAT IS A CAREER PLAN?

A **PROFESSIONAL DEVELOPMENT PLAN** or **CAREER PLAN** documents the goals, skills and competency development, and objectives that a person wants and/or need to accomplish in order to support his/her continuous improvement and career development.



5 STEPS TO CREATE YOUR CAREER PLAN

- 1. Assess your current situation**
- 2. Define your professional goals**
- 3. Formulate your strategies and identify your resources**
- 4. Determine a timeline**
- 5. Measure and keep track of your progress**



1

Assess your current situation

The best way to start your career development plan is to **self-assess yourself** in areas such as knowledge, soft and technical skills, aspirations and interests, and your financial situation. Determining your stance on each of these factors is critical to tracking your goals. You have to do a good analysis of all your **skills and competences** and detail them very well.

At this point you can put your performance in a work team, communication level, time management among others.

Also don't forget that this is a diagnosis, therefore, you have to define your own **weaknesses and threats**.



1

Assess your current situation

1. What do you think of your current personal and employment situation?
2. Define your personal SWOT



2

Define your professional goals

When setting your goals or milestones it is imperative to **make a list of priorities**, starting with the most challenging to the easiest to achieve.

It is also helpful to rank your goals in the **short, medium or long term**.

It is a time-consuming task, but when you start writing you will realize that you have a lot of things to improve and you will feel more motivated.



2

Define your professional goals

1. **Reasons and motives** for choosing this Career Project
(What led you to make this choice?)
2. Define your **goals or milestones**, making a list of the most challenging to the easiest to achieve.
3. Set **medium and long-term life goals**: Think about your Life Project, in personal terms and consider educational qualifications and/or future employment, what job do you think you will have in 1, 5, 10 years



3

Formulate your strategies and identify your resources

A resource is anything within your reach that allows you to accomplish your goals.

1. Define the measures you want to apply to achieve your objectives
2. What steps will you have to take?
3. What obstacles will you have to overcome and how?



4

Determine a timeline

Elaborate a timetable for the implementation of the project:

What is your set goal?



5

Measure and keep track of your progress

Don't forget to frequently measure your progress, this will allow you to better align your goals and address the weaknesses at the right time.



**Any
question?**





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