

CAREER PLAN: PASSION & PROGRESS

1. Define your career goals

Think long-term and short-term.

Long-term goal (5–10 years):

Become a People & Culture Manager leading a national team.

Short-term goal (1–3 years):

Gain experience in HR projects and complete a relevant certification

Why is this important to you?

What drives or motivates this career vision?

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2. Identify Your Key Skills and Gaps

Reflect on what you're great at and where you need to grow.

Current strengths:

e.g., Stakeholder management, communication, recruitment

Areas to develop:

e.g., HRIS systems knowledge, formal coaching skills

Feedback received:

Summarise any relevant performance or peer feedback

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3. Map out your next steps

Break down your goals into actionable steps.

| GOAL | STEP | TIMELINE | SUPPORT & RESOURCES |
|-------------------------------|--------------------------------------|----------------|-----------------------------------|
| Complete HR certification | Research courses & enrol | Within 1 month | Budget approval, study time |
| Build exposure to HR projects | Volunteer for internal initiatives | Ongoing | Manager support |
| Improve coaching skills | Attend a workshop or shadow a mentor | Next 6 months | Training budget, internal mentors |
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