Career Development

Cheat Sheet



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The Career Roadmap



A **career development plan** is an ongoing process of learning from your experiences and using them to move forward. It helps you understand who you are and what direction you want to take in life.

Take a moment to think: where do you want to be in the future?

Why do career development plans matter?

Without clear career development plans, employees may lose interest and disengage. Providing direction and accountability keeps them motivated and focused.



JOB VS CAREER



A **job** is a short-term position focused on earning income.

While a **career** is a long-term journey aimed at personal growth and achieving professional goals.

②

Understanding the difference helps you plan for both immediate needs and future aspirations.

HOW DO YOU MAP OUT YOUR CAREER PATH?

Research industries and roles that fit your skills and interests, and understand key milestones like leadership or specialization.

Set short-term goals to build skills or gain experience to achieve major career milestones.

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Stay adaptable by following industry trends and updating skills regularly. Be open to opportunities and adjust career plans as needed.

WHAT IS A CAREER DEVELOPMENT PLAN?

A career development plan is a personal action plan that you can use to create a roadmap for your career. The typical career development plan example outlines:

- Your **current position** or stage in your career journey.
- Your ultimate career objective or destination
- Challenges you need to address to reach your goal
- A practical **strategy** to navigate and overcome these challenges



Skill Building



Master Core Skills

These are the foundational abilities specific to your industry, such as technical expertise and problem-solving.

They form the core skills needed to perform your role effectively.



Learn Soft Skills

These are interpersonal and nontechnical skills. For example, communication, empathy, and leadership.

They are crucial for collaboration and building workplace relationships.



Expand Technical Skills

These are specialized or advanced abilities related to tools, technologies, or systems expertise.

This is critically needed to perform tasks efficiently in your field.



Networking 101



79%

is valuable for career progression.

of professionals agree that networking

0

48%

network to achieve career growth.

of professionals stay in touch with their



38%

of professionals said it's hard to stay in touch with their network.

Networking is key to finding jobs and opportunities. Your network can provide insights, and connections to employers—here's how to get started.

- Research relevant events and set clear networking goals.
- ☑ Create a concise and adaptable elevator pitch.
- Ask thoughtful questions and engage meaningfully with others.
- Show interest and build trust through conversations.
- Share advice or introductions to strengthen connections.
- Maintain messaging to showcase your skills.

Job Search Essentials

OPTIMIZE YOUR RESUME

Tailor your resume to each job, use relevant keywords, and highlight achievements with numbers.

ACE THE INTERVIEW

Research the company, practice questions, dress professionally, and follow up with a thank-you note.

USE JOB PORTALS

Choose industry-specific sites, keep your profile updated, and customize applications for each job.

BE PROFESSIONAL

Proofread all materials, seek feedback, and stay updated on industry trends to improve continuously.

Seek Career Growth

Career growth is the process of advancing toward professional goals through a series of steps, both big and small. Each step contributes to personal development and career progression.



Set Clear Goals

Define short-term goals for immediate skill-building and long-term goals for career advancement.

Learn Continuously

Pursue new skills through courses, mentorship, or on-the-job challenges.



Expand Your Network

Build connections and seek guidance to uncover growth opportunities and gain insights.

LONG-TERM CAREER MANAGEMENT > Seek for Opportunities > Adapt to Career Changes > Balance Work-Life

Secure Financial Stability

Nearly 90% of job seekers prioritize career advancement and skill development, making growth opportunities key to attracting talent.







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Discrimination

Harassment

Safety

Security

G Google

Calendar

Chrome

Classroom

Docs

Drive

Gmail

Sheets

Slides

Microsoft

Access

Copilot

Excel

OneDrive

Outlook

PowerPoint

Teams

Windows

Word

Leadership

Leadership

Management

Project Management

Technology

A.I.

Digital Literacy

Software Applications

Wellness

Mental Health

Personal Growth

Well-Beina

Work/Life Balance

Diversity & Citizenship

Bias

Diversity

U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	in LinkedIn Learning
Nourse Builder with Al		•		Articulate Rise
? Skill Assessments		•		Northstar
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