

# The Career Development Plan Overview

The Career Development Plan is a multi-faceted tool. It can be used as an aid in recruiting, training, retention and developing staff to fulfill the needs of your office and/or company as well as the need for personal career growth at all levels.

The plan attached is a basic illustration of the concept. It should not be considered cut in stone, the plan is fine tuned to meet the needs of each company. This sample is to help you understand the concept. Offices/Companies of differing size and composition will have some adjustments made to the plan to fit the needs within the basic outline. Each office/company will have different needs and development criteria. The sample should not be viewed as a limitation of options as some offices/companies may choose to extend the options to other profit centers, teams and administrative staff.

There are compensation plans that need to be set for all career development programs. Many levels in the Career Development Plan do not require additional compensation but work within the company's existing compensation programs. All compensation plans must work within your budget, promote growth and return profit to the company.

Each of the stages is designed to be steps in growth and accomplishment with multiple task competencies and frequently production measurements necessary for the graduation to the next stage. The growth in competency for each task should follow a pattern:

1. Basic information and skill building.
2. Development of effective and efficient, objective focused practices.
3. Expanding effectiveness through creativity and results through initiative.
4. Personal and professional growth and confidence.
5. Demonstrated leadership, team work and working through others.
6. Expansion of skill development and information.

The beauty of the plan is that it not only encourages but also in most cases requires ongoing recruiting. It also allows people in place to fill positions as needed rather than be faced with potential voids when someone leaves you. Because this is a career ladder that would be difficult to access in another company at the same level and points of recognition, your investment in training individuals provides tangible benefits to the company. Additionally, risk is reduced, even if a strong individual leaves the company, voids are less likely and others on the ladder see openings as opportunity. An additional benefit is that key individuals will constantly be challenged to maintain a high degree of effectiveness as their replacement is always on the ladder.

Prior to announcing the plan, it must be customized to meet the needs and options in your offices and companies. The greatest risks in implementing a Career Development Plan will be a lack of planning and your ability to grow and manage people in the development process.