

The difference between where I am (current state) and where I want to be (desired state, vision) is what I do (objectives and actions).

Top 5 Values	Competencies - Strengths	Competencies – To Enhance	My Purpose and Personal Brand
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	

Part One: Development Goals – Vision for My Future

<p>1 Identify career/professional development goals for the next 1-2 years. List major themes or ideas.</p>	<p>4 Reflect on feedback received from my supervisor and others. Assess and list skills, talents, and areas to enhance.</p>
<p>2 List anticipated internal and external new opportunities.</p>	
<p>3 What concerns/barriers to my career or professional development goals need to be addressed?</p>	<p>5 How will enhancing those skills, talents, and areas help support the initiatives of your unit and the University?</p>

Part Two: Self-Assessment

List Important 1. Job Skills 2. Partnerships Relationships Contacts Choose One <input type="checkbox"/> Current Job <input type="checkbox"/> Future Job	I have developed the level of skill and relationships required for success in my current / future position.		I have developed the relationships and network required for success in my current / future position.		List Important Job Competencies Choose One <input type="checkbox"/> Current Job <input type="checkbox"/> Future Job <i>May be different than the UC Core Competencies.</i>	UC Core Competencies Purpose is to serve as foundational tool for the assessment and development of staff, managers, and leaders at UC. Describes target, expected, or satisfactory performance behaviors at UC. Nine apply to all staff.		
	SELF Rating <small>SCALE 5=High 1=Low</small>	MGR / MENTOR Rating <small>SCALE 5=High 1=Low</small>	SELF Rating <small>SCALE 5=High 1=Low</small>	MGR / MENTOR Rating <small>SCALE 5=High 1=Low</small>			Resources: UC Core Competencies and Behavioral Indicators UC People Management Competencies	SELF Rating <small>SCALE 5=High 1=Low</small>
					<p><i>For assistance in defining, contact hrtraining@uci.edu or attend a Critical Job Skills and Competencies Workshop available through the UC Learning Center</i></p>	Communication		
						Diversity & Inclusion		
						Employee Engagement		
						Innovation & Change Management		
						Job Mastery & Continuous Learning		
						Resource Management		
						Results Orientation & Execution		
						Service Focus		
						Teamwork & Collaboration		
						People Management <i>*For Managers & Supervisors Only</i>		

Part Three: Learning Objectives and Action Steps

1 Learning Objective:

2 Before Description (Concerns, Problems, Not Skilled):

4 After Description
(How will I know it has been achieved?):

3 Before Description Causes:

Learning Methods	5 PLAN			6 OUTCOMES	
	Planned Activities	Completion Date	Resources / Support Needed	Actions Taken	Results Achieved
70 % = Workplace Learning and Performance Support On the Job Experiences, Working on Tasks & Problems					
20 % = Social Learning Coaching, Mentoring, Networking					
10% = Training Courses & Readings					

7 Learning Objective Action Plan – My Post Completion Thoughts

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