



## Montgomery Community College Career Development Plan (CDP)

**Objective: Create a growth plan that aligns with your strengths, career aspirations, and business needs of the college**

Career development is an ongoing process that starts when you first begin working at Montgomery Community College and continues throughout your employment. The Career Development Plan (CDP) enables you to take ownership of your career and identify what you need to obtain maximum satisfaction from your work.

To ensure employees are afforded a comprehensive review of skills, talent, and opportunities, this CDP includes:

1. Opportunities for self-assessment and reflection with goal setting aligned to college competencies and values.
2. Discussions with your supervisor to include career assessment, skill inventory and development, and resource planning

Employee Name	
Department	
Supervisor	
Academic Year	
CDP Meeting Date	

Competencies are a combination of skills, behavior, knowledge, and attitudes which, when identified and developed, contribute to improved performance and productivity, improve our ability to adapt to change, encourage creativity, and enhance customer satisfaction. Understanding these competencies can help you identify areas of excellence as well as opportunities for growth; can help you to set goals that align with organizational and/or departmental goals and can help you and your manager understand what you need to be successful in your position.

### Section 1: Identify your TOP 3 STRENGTHS

Use the link below to review MCC's Competencies that support the College's Mission, Values and Goals

<https://sftp.montgomery.edu/intranet/hr/Revised-Competencies.pdf>

**Identify your top 3 STRENGTHS that support these competencies.**

As you consider your strengths, think through the different career successes you have had, tasks you perform well, feedback you have received from peers, and/or managers, relationships, skills, and abilities.

Strength 1

Strength 2

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Strength 3

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**Section 2: Identify 2 Competencies to DEVELOP or ENHANCE**

Review Montgomery Community College's Competency Framework. Identify 2 competencies that align with your current position and/or job duties and responsibilities and that you would like to continue to develop.

<https://sftp.montgomery.edu/intranet/hr/Revised-Competencies.pdf>

<b>Competency 1</b>

<b>Competency 2</b>

As you complete the CDP process consider what goals you might set and/or what professional development activities you will engage in to further develop these competencies.

**Section 3: Identify your Goals:**

Your goals should be directly related to your current position, while also giving you the opportunity to map out your desired growth and development, such as pursuing a stretch assignment to gain new skills, increasing your proficiency via professional learning opportunities, deepening your expertise in your field expanding your professional network via a committee, and/or planning other career-related goals to enhance your professional journey.

The expectation is that you will have a minimum of 3 goals (and action steps), and at least one of the three goals should align with your current position, as it is key to focus on our current role first, to serve the needs of our students and the College.

Setting goals can ensure that you have the support and resources needed to grow and continue to be effective in your current role and future career aspirations, and that your development aligns with the College's mission, strategic goals, and one or more of our competencies. As you determine your first goals, take an intentional, thoughtful approach to how you would like to broaden and deepen your skills towards the path of enhanced career fulfillment.

	IDENTIFY YOUR GOALS	IDENTIFY ACTION STEPS FOR EACH
GOAL 1		
GOAL 2		
GOAL 3		

Section 4: Career Development

Professional Development or Career Growth Opportunities you are interested in pursuing. This could be new positions, conferences, webinars, etc. (If specific conference, webinar, etc, list dates, cost, agenda if known.)	Dates

**Section 5: Additional Comments or Information**

**Employee Comments**

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**Supervisor Comments**

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<b>Employee Signature</b>	<b>Date</b>
	_____
<b>Supervisor Signature</b>	<b>Date</b>
	_____