



Water Leadership Program

Career Self-Assessment Assignment

Activity 3: Week of April 3: Personal Development Plan

Career Self-Assessment

Asynchronous; March 20 - April 17, 2024

In this activity, each participant will meet one-on-one with EFCN staff and complete a set of self-assessment instruments and activities, with the intended goal of understanding both short and long-term career and life plans.

NOTE: You must download this form to your computer to have access to the fillable portions of the form.

Now that you've assessed your skills and attributes and better understand your level of emotional intelligence, you are ready to create a personal [leadership] development plan. This plan will help you grow in your current role, but also prepare you for new responsibilities and/or a new role.

This plan can be personal (for your own purposes only) or you might want to share with your employer. If you share with your employer, you might want to use this as a way to talk with your employer about ways they might further support their leaders (or potential leaders). For example, internal training programs or tuition reimbursements.

Remember, this plan is a living document. You should revisit it on a regular basis to ensure that you are addressing the areas of improvement that you identified for yourself and meeting the deadline you've set for yourself. Think about how you will measure success. In order to accomplish what you have outlined in your plan you might want to find an accountability partner, someone with whom you can talk about how well you are growing as a leader and where you can continue to make improvements.

Step 1: Read this piece: [5 STEPS TO CREATING A SUCCESSFUL LEADERSHIP DEVELOPMENT PLAN](#)

Step 2: Based on the 2 previous activities, develop a *Personal Development Plan* using the fillable form on page 3 of this assignment.

Step 3: Reflection: Using the fillable form on the last page, write a paragraph reflecting on this 3-part assignment. Some things you might want to think about:

- What are the key takeaways you learned from completing this assignment
- What are some of the challenges you think you might face when you begin enacting this Personal Development Plan?
- Are there competencies you hadn't thought about before doing this assignment?
- Are there any additional skills/attributes you would add to the scorecard?
- How would you characterize this set of activities? That is, if you were to share this assignment with a colleague, how would you describe it to them?

Step 4: Create one PDF with your Personal Development Plan and the fillable reflection form.

Step 5: Email the PDF to your regional advisor by Wednesday the 10th of April at 5:30 pm. Your advisor will read and provide comments.

Step 6: Make sure that you have Set up a meeting with your advisor to discuss activities 1-3 of this Career Assessment assignment. This meeting is the required 1:1 advisor meeting. *Please meet with your advisor by the end of the week of the 17th of April.

Leadership Goal (skills to work on)	Actions (how I will get there)	Success Measure (how I know once I'm there)	Target Date (time frame to complete)



Career Self-Assessment Reflection

Use the following space to reflect on this 3-part assignment: