

CAREER ACTION PLAN



The purpose of the Career Action Plan is to identify the specific actions needed to work towards your goals, and identify the practical steps and other resources to support you. Break it down into specific actions so it seems so much more achievable, rather than one rather large overwhelming task.

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|---------------------------------|--|--------------|--|
| Name: | | Date: | |
| Overall Desired Outcome: | | | |
| Goals | | | |
| #1 | | | |
| #2 | | | |
| #3 | | | |

| Goal Reference | Activity / Action | Resources / Support | Priority | By When |
|----------------|-------------------|---------------------|----------|---------|
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| Goal Reference | Activity / Action | Resources / Support | Priority | By When |
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CAREER ACTION PLAN



Leading Effective Action Program
for Women in Regional Queensland

Accelerate Your Potential

EXAMPLE

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|---------------------------------|--|--------------|--------------|
| Name: | Sarah Fabulous | Date: | October 2022 |
| Overall Desired Outcome: | Progress to a Team Leader / Coordinator position | | |
| Goals | | | |
| #1 | Explore jobs/career opportunities in my local area | | |
| #2 | Update my Résumé | | |
| #3 | Attend 3 key professional events in a year | | |

| Goal Reference | Activity / Action | Resources / Support | Priority | By When |
|----------------|--|---|----------|-----------------------------|
| 1 | Review key job sites and sign up for alerts e.g. Qld SmartJobs; Seek; local Council; specific organisations I may like to work for Review Career opportunities in key organisations Identify key requirements of the roles Identify any gaps I may have and how to counter for that | Online job sites Local Chamber Professional Networks | A | October 2022 |
| 1 | Apply for a Team Leader / Coordinator role at least one | Refer Activity 1 above | B | December 2022 |
| 2 | Review my current Résumé and find a suitable Résumé template (and have a back up) <ul style="list-style-type: none"> - Update Résumé based on template – KEEP IT SIMPLE - Check personal email address used for jobs is professional - Check all information is included (do an individual brainstorm) - Have a trusted friend or colleague check my Résumé - Set up a cover letter template – insert key information PDF for final presentation to go with cover letter | Online sources for templates Colleagues Professional | A | October – mid November 2022 |
| 3 | Research local professional bodies Ask a colleague/s what associations they are involved in? Ask them if you can accompany them to next event. Contact local Chamber / Tourism / Professional Association and ask to be on mailing list / membership details Attend one event by end of November 2022 | Online sources Colleagues Local newspaper / magazines | B | November 2022 |