

Inclusive Career Development Planner

Toolkit 3, Chapter 2 Downloadable Tool CIIS Employer HR Resources



Purpose: Support fair career development conversations, promotion readiness planning, and leadership growth pathways.

How to use: Complete the sections most relevant to your organization. Designed to support practical action.

1. Career Goals

Prompt	Response / Notes	Action Required
What are the employee's short-term and long-term career interests?		
What skills does the employee want to strengthen?		
What experiences would help prepare the employee for future roles?		

2. Opportunity Access

Prompt	Response / Notes	Action Required
Has the employee had access to stretch work, mentorship, training, or visible assignments?		
Are advancement criteria clear to the employee?		
Are there barriers limiting access to growth opportunities?		

3. Development Plan

Prompt	Response / Notes	Action Required
What development actions are agreed?		
Who will support the employee?		
What timeline will be used for review?		
How will progress be assessed?		