



## FACE Tool for Support Growth & Development Learning Roadmap

In a rapidly changing environment, the journey to career success requires a serious commitment to ongoing learning and self-development. This tool will help you make an assessment of **“where you are”** and **“where you would like to be in the future,”** as well as providing a roadmap for your career journey.



### Objectives

Use this information in your FACE conversations to discuss your growth and development needs based on your strengths, skill gaps, career interests and the organization’s business objectives.

The Learning Roadmap will help you:

- Build a comprehensive picture of your current skills, knowledge, and abilities
- Examine your professional goals and career plans
- Identify your learning needs
- Develop a plan to cover the gap between your existing strengths and those needed to reach your career goals

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Coach (if applicable): \_\_\_\_\_

## Current Knowledge / Skills Inventory

Determining which learning objectives will make the most difference for you requires information gathering, reflection and analysis. This first section will help you gather the information you need to examine where you currently are. Let's begin by listing your strengths and experience.

### Skills / Knowledge / Abilities (key strengths, best competencies, special talents)

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### Certification / Licenses / Memberships

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### Formal Education

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## Career Goals

In this section, the focus is on how you can use your knowledge and skills to achieve your career goals.

### PRESENT

Think about your performance in your current role and the gaps between your capabilities and the requirements of your current job.

- I would excel in my current job if I improved:

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- I would fix an ongoing problem if I developed the following skills:

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- Based on my previous performance reviews, feedback and FACE conversations with my supervisor, I have been told more than once that I could improve:

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### FUTURE

To look for gaps between your current capabilities and what you need in the future, talk to your supervisor and others about how the organization's plans could affect your opportunities. You can also map out your most likely and preferred future roles. Talk with people in those roles to understand which skills distinguish those who succeed from those who do not. Then fill in the blanks to the following questions.

- In the future, the County will need people who are good at:

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- Some future career goals (or positions) I'm considering are:

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- In my next role with the County, I will need to be good at:

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- As I envision my future career, the main things I need to learn are:

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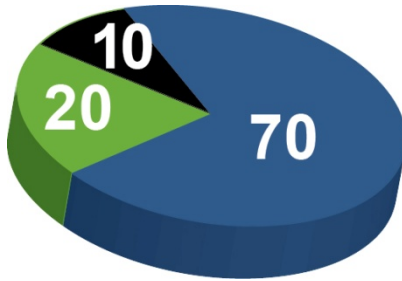
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## Learning Action Plan (*Roadmap*)



It's time to map out an Action Plan for learning the skills that will get you where you want to go. Your personalized developmental action plan will be most effective if you set realistic goals and ask others for input and support. Choosing diverse learning opportunities that both expand your understanding of a topic and give you opportunities to practice what you are learning is most effective. Select from the following to customize your Action Plan.

New Experiences (E)	Other People (P)	Classes & Materials (C/M)
<ul style="list-style-type: none"> <li>• A project at a higher level than I currently am</li> <li>• Job scope increase or change</li> <li>• Project in another area</li> <li>• Job improvement or fix-it opportunity</li> <li>• Leadership role</li> <li>• Represent the organization</li> <li>• Teach others</li> </ul> <p style="text-align: right; font-size: 2em;"><b>70%</b> of your plan</p>	<ul style="list-style-type: none"> <li>• Partner with my supervisor for specific ongoing behavioral coaching</li> <li>• Practice presentations</li> <li>• Watch role models</li> <li>• Refer to other colleagues as advisors</li> </ul> <p style="text-align: right; font-size: 2em;"><b>20%</b> of your plan</p>	<ul style="list-style-type: none"> <li>• Training classes</li> <li>• Conferences</li> <li>• Self-study</li> <li>• Books</li> <li>• Subscriptions</li> <li>• Videos</li> <li>• Webinars</li> <li>• Professional associations</li> </ul> <p style="text-align: right; font-size: 2em;"><b>10%</b> of your plan</p>

### My Action Plan

<b>Date:</b>	<b>Learning Objective: I will be able to...</b>			
To learn and demonstrate these skills I will:	Target Date	Date Completed	Others Involved	Type of Learning E, P, C/M
1.				
2.				
3.				
4.				
5.				

Notes: