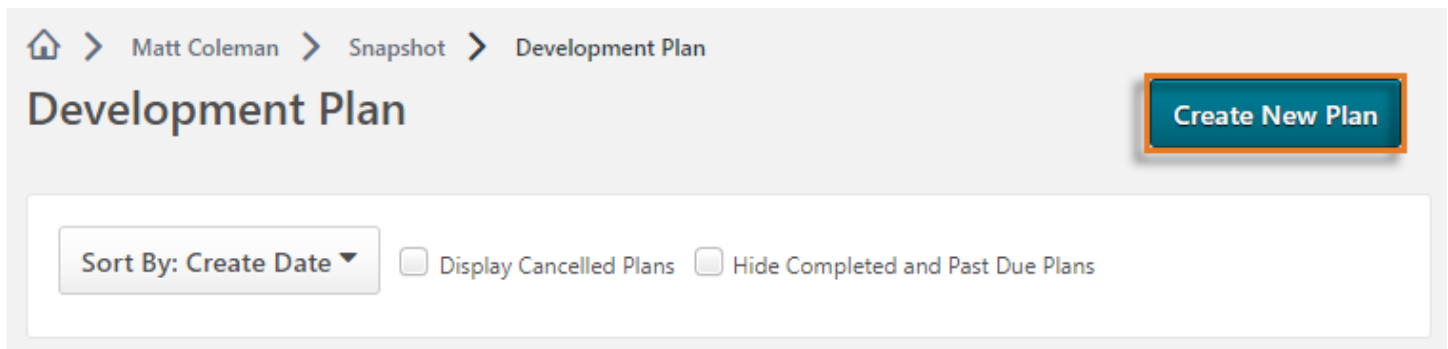# Creating a Career Development Plan

Note: This guide documents the process for creating a career development plan in MyCareer@PCC. For guidance on what to include in your plan, review the Career Development Planning Guidelines and visit the Career Development website.

Navigate to the Development Plan Page

From any page in the system, open the navigation menu (☰) and select **Development Plans** from the **Learning** submenu. This will direct you to the **Development Plan** page. Click the teal **Create New Plan** button (Create New Plan) in the top-right corner of the screen.

Create a Plan

General Information

On the **Create a Plan** page, you will see some basic instructions and links to the Career Development website for additional guidance. Below the instructions, you will see the **General Information** section of the form.

Give your plan a title. Adding a description is not required, however, you can use this box to add context or background information to plan; if you have multiple plans, you can use this space to differentiate your various plans.

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Additional Information

Next, you will complete the **Additional Information** section.

Identify a PCC position in which you are interested if applicable. You can use the Job Families tool to explore various positions at PCC. Identifying a position allows your manager, HR representatives and recruiters to pull reports to view interest in positions. It is important to remember that you, however, are in the driver's seat. Creating a development plan does not guarantee a promotion and you should be actively looking for updates about job openings and development opportunities.

Next, input a long- and short-term goal if applicable. Review the Career Development Planning Guidelines for guidance on setting goals.

Add Development Objectives

After setting your goals, identify the actions you will take to meet your goals by setting **Development Objectives**. To do so, click the Add Objective button (Add Objective) in the **Development Objectives** box. This will direct you to the **Add Development Objective** page.


In the **Objective Title** field, list the knowledge, skill or ability (KSA) on which you would like to improve. You are able to add multiple objectives so limit each objective to one KSA.

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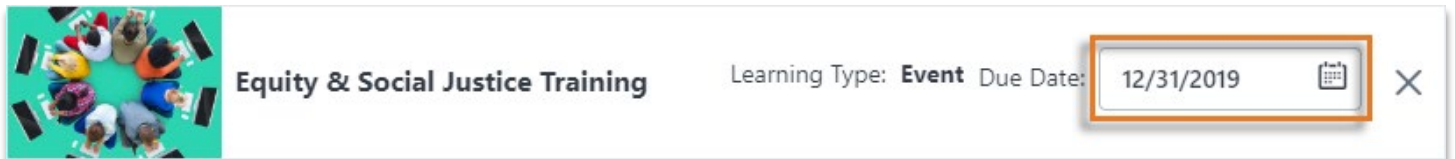
Learning and Development Actions

Once you have identified the KSA to develop, you should add specific **Learning** or **Development Actions** to the objective in the **Learning and Development** box.

Click the **Search for Training** button ([Search For Learning]) to look for applicable training opportunities that you want to add to your objective.

On the resulting page, use the keyword field and the filters on the left to narrow your search results. When you find training you would like to add, click the teal text under the title that reads **Add to Objective**.

Online Class

Managing Teams

1 hour, 11 minutes
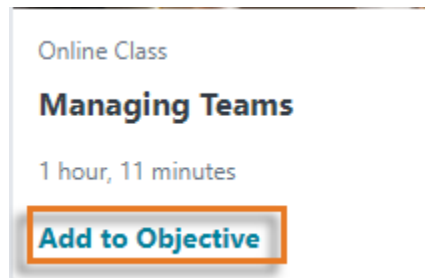
Add to Objective

After adding all of the training you would like to associate with this objective, click the teak **Return to Objective** button ([Return to Objective]) at the bottom of the page. This will take you back to the **Add Development Objective** page with the learning you selected populated in the **Learning and Development** box.

Equity & Social Justice Training — Learning Type: **Event** Due Date: 12/31/2019 ✕

At this point, you can set a due date for each learning object.

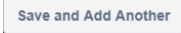Click the **Add Development Action** button ([Add Development Action]) to add additional actions to your plan to open the **Development Action** menu.

Describe the action you plan to take in the **Description** field, select an **Activity Type** from the dropdown menu and set a **Due Date** for the action. Both **Description** and **Due Date** are required fields.

Once you have described your planned action, click the teal **Done** button ([Done]) at the bottom of the screen to return to close the **Development Action** menu. The action will be populated in the **Learning and Development** Box.

Apply for Manager Cohort — Activity Type: **External Training** Progress: **0%** Due Date: 12/31/2019 ✏ ✕
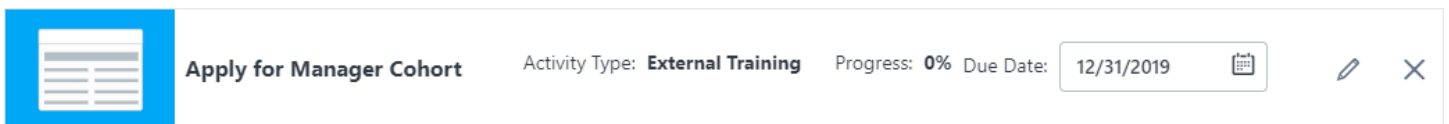
At this point, you can edit the due date you set in the previous menu.

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Once you have added all of the desired **Learning** or **Development Actions** to your objective, click the white **Save and Add Another** button (Save and Add Another) to add another objective or the teal **Save and Return to Plan** button (Save and Return to Plan) to return to the **Create a Plan** page.

Submit Your Plan

Once you have added all of the **Development Objectives** that you would like, review your plan. If you are happy with your plan, click the teal **Submit Plan** button (Submit Plan) to finalize your plan.

Note: You have to submit your plan before you can start to track your progress against your objectives. However, you can continue to edit your plan after you submit it.

Now that you have submitted your plan, you should schedule a meeting with your manager to discuss your goals and objectives.

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