

**True Strengths**  
**Experienced,  
good at it & like it**

**Shortcomings**  
**Little or no  
experience; do it  
poorly or hate it**

**Non-Strength Likes**  
**Limited experience or  
talent; but like it**

**Strength Dislikes**  
**Lots of experience,  
but don't like it**

## Career Development Planning Exercise

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### Directions:

Print out copies of the first page of this document and make little tents for each category. Print out the following two pages as a handout for each participant.

Give a set of competency cards to your participant(s). Explain that they should sort the cards into the four categories based on their most honest self-appraisal. Give them the category tents to guide them, but also explain the categories before they start based on the information below.

Explain the four categories before they begin sorting:

Discuss the boxes below after they have completed their sort

True strengths:

- they have significant experience actually doing
- do it well based on results or feedback
- enjoy doing

**Jobs that substantially require these competencies will be attainable and fulfilling**

Non-strength like:

- they have limited or very little experience
- they have no demonstrated track record to support their capability
- but, they like this and want to do more of it

**Jobs that substantially require these competencies may be difficult to “land” but would be fulfilling. May require creative development to demonstrate ability**

Strength dislikes:

- they have plenty of experience doing this
- may have positive results to support
- but, they don't particularly like to do this

**Jobs that substantially require these competencies will be attainable but unfulfilling**

Short-comings:

- they don't have any experience
- or, they know they do it poorly
- and/or they hate doing these things

**Job that substantially require these competencies would be the least fulfilling**

After they have sorted the cards have the participant(s) enter the competencies into the appropriate boxes on the follow page.

Discuss.

Next have them use a job posting (or their best understanding of a job) that they might consider for their next step, or for their future development.

Have them sort the cards again, thinking only of that job, and indicate the competencies required for that job. Enter the most critical competencies for that job on the page provided. Now compare the competencies for the job to the person's strengths and desires.

Discuss.

## Career Development Planning Form

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### True Strengths

Competencies and Notes

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### Non-Strength Likes

Competencies and Notes

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Look for  
jobs  
that  
consist  
of  
these  
as much  
as  
possible

### Strength Dislikes

Competencies and Notes

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### Shortcomings

Competencies and Notes

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Avoid  
jobs  
that  
consist  
of these  
as much  
as  
possible

## Career Development Planning Form

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List two jobs you are considering in your career. They can be next steps or future career roles. Place the title in the boxes below. Sort the cards for each job. For each job select no more than 10 *most essential* competencies for that job.

Competencies and Notes

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Competencies and Notes

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Now compare your strengths, likes, dislikes and shortcomings, to the job requirements.