

CAREER DEVELOPMENT: A SIMPLE GUIDE

Based on *Supporting Emerging Leaders*, an upcoming report by Joe McNeely



What is a Career?

A career is more than just one job. It's the journey through different roles over your lifetime — starting at entry-level, learning new skills, and growing into more senior or specialized positions.

What is Career Development?

Career development includes all the ways you build knowledge, experience, and skills to maximize opportunities for progress in your career.

This includes:

- ▶ Learning new skills
- ▶ Gaining work experience
- ▶ Exploring career options
- ▶ Building connections and networking
- ▶ Preparing for future opportunities

What is a Career Development Program?

A career development program provides tools, resources, and support to help people plan and reach their career goals.

Support can exist at three levels:

For Individuals

- ▶ Career assessments (tests to find your skills and interests)
- ▶ Guides for planning and setting goals
- ▶ Training and workshops to build skills
- ▶ Profiles of typical jobs and career paths
- ▶ Mentorship and networking opportunities

For Organizations

- ▶ Career counseling and coaching
- ▶ Opportunities for job shadowing and internships
- ▶ Diversity and inclusion initiatives
- ▶ Succession planning (preparing people for leadership roles)

For the Field

- ▶ Career path guides (typical jobs, salaries, qualifications)
- ▶ Job boards and hiring notices
- ▶ Professional certifications
- ▶ Outreach to students and underrepresented groups



Common Career Development Tools



Career Assessments

tests that show strengths, interests, values, and traits

- ▶ *Personality Assessments*
- ▶ *Skill Inventories*
- ▶ *Interest Assessments*



Mentorship & Networking

learning from others and making connections

- ▶ *Industry Meetups*
- ▶ *Peer Networking Groups*
- ▶ *Formal Mentorship Opportunities*



Career Planning

setting goals and making a step-by-step plan

- ▶ *One-on-One Career Coaching*
- ▶ *Career Planning Workshops*



Employee Resources

resume help, interview prep, job search support

- ▶ *Curated Job Boards*
- ▶ *Mock Interviews*
- ▶ *Career Counseling*



Skill Development

programs that develop essential technical and soft skills

- ▶ *Cohort Programs*
- ▶ *Live Workshops*
- ▶ *Online On-Demand Courses*



Performance Reviews & Feedback

getting advice to improve and grow

- ▶ *Individual Development Plans*
- ▶ *Annual & Semi-Annual Reviews*



Professional Development

classes, workshops, conferences, certifications

- ▶ *Continuing Education Courses*
- ▶ *Professional Certifications*



Job Shadowing & Internships

hands-on experience in different roles

- ▶ *Rotational Programs*
- ▶ *Internships*
- ▶ *Day-in-the-Life Job Shadowing*