

CAREER ACTION PLAN: Example

1. My long term and short-term career goals are as follows: To become a qualified counsellor specialising in youth mental health.

Short Term Goal (within the next year):

- Complete a counselling certification program.
- Gain practical experience through internships or volunteering.
- Network with professionals in the counselling field.

2. I will accomplish this by:

- Completing a counselling certification program by: Enrolling in a recognised certification program at XYZ Counselling Institute by September 2023.
- Gaining practical experience through internships or volunteering by: Contacting local mental health organisations and offering to volunteer for 10 hours per week starting in January 2024.
- Networking with professionals in the counselling field by: Attending local counselling conferences and joining online counselling forums by March 2024.

3. The following actions will help me achieve my goals:

Set SMART Objectives (Specific, Measurable, Achievable, Relevant)

Set SMART objectives (Specific, Measurable, Achievable, Relevant)	Date to be completed By	Outcome	Date Completed
<i>1. Find a local Career Consultant online; make an appointment to discuss my options; meet.</i>	01/05/2022	<i>Found a Career Consultant; appointment set for 01/05/2022</i>	01/05/2022
<i>2. Research and choose a tool to help find a job that fits my skills and interests. Choose three job profiles and write them down.</i>	01/15/2022	<i>Selected a career assessment tool and identified three job profiles</i>	01/12/2022
<i>3. Complete counseling program application and financial aid paperwork.</i>	02/28/2023	<i>Application submitted; financial aid secured</i>	02/15/2023
<i>4. Begin volunteering at local mental health organisation.</i>	01/15/2024	<i>Started volunteering for 10 hours per week</i>	01/20/2024
<i>5. Attend the ABC Counselling Conference to network with professionals.</i>	03/15/2024	<i>Attended the conference and made valuable professional connections</i>	03/16/2024

4. Obstacles and Support

Obstacles:

- Balancing coursework, volunteering, and part-time work may be challenging.
- Financial constraints may affect my ability to enrol in the counselling program.

Support:

- Seek advice and support from my academic advisor for course scheduling.
- Explore scholarship opportunities to alleviate financial constraints.

5. I will review this plan in....

I will review this plan every three months to track progress and make adjustments as needed.
