

WORK CENTRAL AB

Career Planning

A Practical Roadmap for Your Next Career Move

A Career Resource from Work Central AB

Building a Career Plan That Works

A career plan isn't a rigid, one-time document - it's a flexible roadmap that helps you make intentional decisions about your work, rather than drifting from job to job. Whether you're just starting out or reassessing your path, a clear plan makes it easier to recognize the right opportunities in Central Alberta's growing economy.

1. Assess Where You Are Now

- List your current skills, strengths, and areas you'd like to develop.
- Identify what you enjoy most and least about your current or most recent role.
- Consider your values - stability, flexibility, income, purpose, work-life balance - and how well your current path reflects them.

2. Define Your Direction

- Set a general 1-year goal (e.g., a promotion, new role, or certification).
- Set a broader 3-5 year goal (e.g., a leadership position, career change, or business venture).
- Research roles and industries in Central Alberta that align with your goals - agriculture, energy, healthcare, manufacturing, trades, and public service all offer distinct paths.

3. Identify the Gaps

Compare where you are to where you want to be, and identify what's missing:

- Skills or certifications you'll need to develop.
- Experience you'll need to gain, whether through a new role, project, or volunteer work.
- Connections or mentors who could help guide your path.

4. Build an Action Plan

Sample Action Steps

- Complete one relevant course or certification within the next 6 months.
- Request an informational interview with someone in your target role.
- Update your resume and LinkedIn profile to reflect your target direction.
- Set a quarterly check-in with yourself to review progress and adjust as needed.

5. Revisit and Adjust Regularly

Career plans should evolve. Revisit yours every few months, especially after a new role, course, or major life change, and adjust your goals as your priorities shift. A career plan is a living guide, not a contract.

Career Planning Checklist

- ✓ Assessed current skills, strengths, and values
- ✓ Set a clear 1-year goal
- ✓ Set a broader 3-5 year goal
- ✓ Identified skill or experience gaps
- ✓ Built a concrete action plan with next steps
- ✓ Scheduled a regular check-in to revisit progress

Keep Building Your Career With Work Central AB

Use the Career Change Guide and Professional Development resources alongside this plan for a full roadmap. Visit workcentralab.ca/resources.