

What are your long-term goals?	What are your specific career goals? (Divide them down into individual, more manageable steps)	What are the key skills needed for each one of your goals?	What skills do you need to work on?	What actions are you going to take? (What training opportunities are you going to take advantage of?)	When are you going to complete your training by? (Set realistic timelines)
Promotion to an area manager position	Become a team supervisor	Leadership skills, communication skills.	- Leadership skills	- Online CPD leadership training course. - Company leadership course.	6 months
	Become a team manager	Leadership skills, project management skills, presentation skills, management skills.	- Project management skills. - Presentation skills. - Management skills.	- Online CPD project management training course. - Ask line manager what higher level responsibilities I can take on at work. - Volunteer to lead company meetings to build presentation skills.	12 months
	Become area manager	Management skills, networking skills, strategic thinking skills, self-management skills, decision making skills.	- Networking skills. - Strategic thinking skills. - Self-management skills. - Decision making skills.	- Online CPD strategic-thinking training course. - Volunteer to go on networking sessions with line manager.	24 months

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