Career Development Process

1. **Conduct personal inventory and needs assessment.**
2. **Review results with supervisor.**
3. **Select career development goals.**
4. **Identify resources, methods, courses to help meet career development goals. (HRD Section can help.)**
5. **Prepare "request of training" at least 45 days in advance. (1556/other required packets/applications.)**
6. **Decide on appropriate ways to achieve career goals.**
7. **Follow HRD guidelines to register for course work or training activity.**
8. **Complete course work or career development activities.**
9. **Report results to supervisor and HRD Section.**
10. **Update IDP.**