

CAREER PLANNING AND GOAL WORKSHEET



Purpose

This worksheet is designed to help you reflect on your career direction, identify an area for leadership growth, and consider how the Corona University Leadership Program can support your development. There are no "right" answers. Please respond thoughtfully and honestly based on where you are in your career today.

1. Where I Am Today

Current position:

Department:

Length of time with the City of Corona:

What aspects of your current role do you find most meaningful or energizing?

What strengths, skills, or experiences do you currently bring to your work?

1.

2.

3.

2. Where I Want to Grow

What type of work, responsibility, or impact would you like to have in the next two to three years?

What interests you about leadership?

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Which area of leadership would you most like to strengthen?

Select up to two:

- ☐ Communicating with confidence
- ☐ Building influence without formal authority
- ☐ Delegating and building accountability
- ☐ Coaching and developing others
- ☐ Navigating conflict and difficult conversations
- ☐ Motivating and engaging employees
- ☐ Problem-solving and decision-making
- ☐ Understanding City systems and policies
- ☐ Building strong teams and working relationships
- ☐ Presenting ideas and recommendations
- ☐ Other: _____

3. My Development Goal

Based on your responses above, identify one leadership or career-development goal you would like to work toward during the program.

My goal is to:

Why is this goal important to you?

How would achieving this goal help you contribute more effectively to your team, department, or the City?

4. Putting the Goal Into Practice

What may make this goal challenging?

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What support or resources would help you make progress?

Select all that apply:

- ☐ Feedback from my supervisor
- ☐ A mentor or experienced colleague
- ☐ Opportunities to lead or participate in a project
- ☐ Training or skill-building
- ☐ Time to practice and apply what I learn
- ☐ Exposure to another department or area of the City
- ☐ Clearer information about career pathways
- ☐ Other: _____

5. What Success Would Look Like

By the end of the Leadership Program, what would tell you that you had made meaningful progress toward your goal?

Complete the statement:

At the end of this program, I hope to be more confident in my ability to...

Name:

Signature: