



INDIVIDUALIZED CAREER DEVELOPMENT PLAN



Youth Name: _____ D.O.B: _____ Gender: Male Female

Case Manager: _____ Mentor: _____

Start Date: _____ Projected Reentry Date: _____ Projected End Date: _____

Welcome to your Individualized Career Development Plan (ICDP)!

Your ICDP is both a document and a process to help you make decisions and plans for your future. The process involves three phases:

- 1) **Self-Exploration** – You'll identify your personal strengths, interests, values, and skills. This includes assessing where you're at and what you want to improve in six areas of youth development – Learning, Working, Connecting, Thriving, Leading, and Restoring Community.
- 2) **Career Exploration** – You'll learn about specific careers that interest you including the requirements and pathways to pursue each career, what it would be like to work in the career, and what steps you'll need to take to prepare for career success. Everything you learn will help you make informed decisions about your goals and plans for the future.
- 3) **Career Planning and Management** – You'll set goals - both long term and short term - for employment, education, and other areas of your life. Then you'll start the journey to achieving your goals by developing career readiness and success skills, participating in work experiences, completing needed education and training, and taking other steps to plan and manage your own career.

This plan isn't just another document to fill in and forget! This is a tool for you to discover your options, envision your future, and map out a path to reach your goals. Your case manager is responsible for helping you along the way to document information, complete activities, define goals, and create action plans.

Your interests and goals may change at any time in the process so be sure to revisit any steps, add new interests, revise your goals, and make changes to your plan along the way.

Your case manager, mentors, and other caring adults will provide support and guidance on your journey – but this is YOUR life, and YOUR plan so take hold of the wheel and get going!

Phase I: Self-Exploration – Who Am I?

Where Am I Now?

Youth Development Area: Learning
Doing my best in school and educational settings.

Educational Background *(complete through records review/youth interview)*

Current School/School District:			
Previous School(s)/School District(s):			
Highest Level of School Completion: Elementary/Middle <input type="checkbox"/> High School <input type="checkbox"/> Some College <input type="checkbox"/>			
Current Grade Level:	Credits Earned:	Credits Required:	
Anticipated Date of Graduation (if applicable):			
Reading Level:	Writing Level:	Spelling Level:	Math Level:
IEP*: Yes <input type="checkbox"/> No <input type="checkbox"/>	504 Plan*: Yes <input type="checkbox"/> No <input type="checkbox"/>	ELL*: Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavior Plan*: Yes <input type="checkbox"/> No <input type="checkbox"/>
*Accommodations/Supports:			

Youth Interview Questions:

- *What school do you currently attend? (or what is the last school you attended?)*
- *How many years of school did you attend? (or have you attended so far?)*
- *What is your favorite class? Why?*
- *Who is/was your favorite teacher?*
- *What would you like to do next related to learning?*
- *How can this program support you with these plans? (suggest activities listed below)*

Youth Self-Reflection: In the area of Learning...

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

___ Credit Retrieval ___ Reading Remediation ___ Math Remediation ___ Tutoring
 ___ Academic Counseling ___ ESL Classes ___ GED Instruction

___ Other educational degree/diploma programs, List: _____

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Am I Now?

Youth Development Area: Working

Exploring careers and getting ready for finding and keeping a job.

Employment Background *(complete through youth interview)*

Previous Work Experience (Paid or Unpaid): Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previous positions held: 1) _____ 2) _____ 3) _____	Employer/Organization Name: 1) _____ 2) _____ 3) _____	Reference(s) Available: 1) Yes <input type="checkbox"/> No <input type="checkbox"/> 2) Yes <input type="checkbox"/> No <input type="checkbox"/> 3) Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Job Training: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Training: 1) _____ 2) _____ 3) _____	Record of Training: 1) Cert <input type="checkbox"/> Transcript <input type="checkbox"/> No <input type="checkbox"/> 2) Cert <input type="checkbox"/> Transcript <input type="checkbox"/> No <input type="checkbox"/> 3) Cert <input type="checkbox"/> Transcript <input type="checkbox"/> No <input type="checkbox"/>	Reference(s) Available: 1) Yes <input type="checkbox"/> No <input type="checkbox"/> 2) Yes <input type="checkbox"/> No <input type="checkbox"/> 3) Yes <input type="checkbox"/> No <input type="checkbox"/>

Youth Interview Questions:

- *Do you currently have a job?*
- *What jobs have you had in the past? (paid and unpaid, long and short-term)*
- *Do you have any services that you charge others for? (lawn mowing, babysitting, pet sitting, snow shoveling, etc.)*
- *What jobs have you liked best? Why?*
- *Have you ever had any job training? Taken any courses? Received a credential or certificate? (food handling, customer service, computer program, etc.)*
- *What would you like to do next around working?*
- *How can this program help you with those goals? (suggest program activities below)*

Youth Self-Reflection: In the area of **Working...**

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

- Internship Subsidized Work Experience Restorative Justice Project
 Occupational Training Job readiness/work preparation
 Other support services/activities, List: _____

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Am I Now?

Youth Development Area: Connecting

Building relationships, getting around my community, and finding resources.

Who Do I Know? My Networks & Circles (complete through youth interview and through network activity like “My Circle” or “My Team”)

Youth Interview Questions:

- Who do you hang out with the most? At home? At school?
- Who do you consider your closest friends?
- Which adults do you spend the most time with at school?
- Who would you go to for help or advice?
- Which neighbors do you know well?
- Which businesses do you and your family go to most frequently?
- Do any of your family members or friends own businesses?
- Do you know anyone in politics, government services, or advocacy?
- Do you have a mentor?
- What would you like to do next related to your circle of friends or network?
- How can this program help you with this area? (suggest program activities below)

People who support me (are “on my team”):

Socially (friends, mentors): _____

At school/learning (teachers, principals, counselors, staff): _____

At home (family, relatives): _____

In my community (businesses, neighbors): _____

In my activities (sports, clubs, recreation): _____

Youth Self-Reflection: In the area of **Connecting**...

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

Mentor Counseling Health Services Community Service

Restorative Justice Other Support Services Activities

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Am I Now?

Youth Development Area: Thriving

Making positive choices for my physical and emotional health.

Youth Interview Questions:

- *What do you do for recreation? Fun?*
- *Do you have a regular doctor?*
- *Do you have a dentist?*
- *Do you have any health or mental health conditions that currently require treatment? If so, are you able to access the treatment? Do you go regularly to appointments and follow your doctor's instructions for taking care of yourself?*
- *Are you currently taking any medications? If so, for what and how often?*
- *Are you eating healthy? Do you have access to healthy meals each day?*
- *Are you getting daily exercise?*
- *Who do you talk to when you have a problem? What other ways do you cope with stress and challenges?*
- *What is your current housing situation or where do you expect to live when you return to the community? Is this a safe and stable living arrangement? Are there other housing options to consider?*

Youth Self-Reflection: In the area of Thriving...

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

- Mentor Restorative Justice Project
- Community-wide Violence Reduction
- Other support services/activities, List: _____

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Am I Now?

Youth Development Area: Leading

Being involved in my community and setting goals for myself.

Youth Interview Questions:

- Are you part of any community groups?
- Are you part of any clubs?
- In what ways are you currently or have you been a leader?
- What opportunities have you had to be a leader at school?
- What opportunities have you had to be a leader at work?
- How are you a leader among your peers or in your family?
- If you were to start your own club or community group, what would it be?
- What are some ways you are “in charge” or take positive steps to direct your own life?
- Do you get opportunities to make decisions about your life?
- Do you have any personal goals? (Goals for your life or to improve your habits?)
- Do you have a plan to reach those goals?
- Do you have support in reaching those goals?

Youth Self-Reflection: In the area of **Leading**...

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

- Mentor Subsidized Work Experience Restorative Justice Project
 Community-wide Violence Reduction
 Other support services/activities, List: _____

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Am I Now?

Youth Development Area: Restoring Community

Repairing harm and rebuilding relationships.

Youth Interview Questions:

- *What kind of citizen are you right now? How does the community view you?*
- *How have any of your past activities harmed your community?*
- *Are there people you have hurt or lost touch with?*
- *What kind of citizen/community member would you like to be?*
- *How would you like to help your community?*
- *Are there people you would like to apologize to?*
- *Are there people you would like to reconnect with?*
- *How can this program help you build stronger connections with your community and its members?*

Youth Self-Reflection: In the area of Restoring Community...

My strengths are:	
Things I want to improve are:	
What I will do to improve:	
What my case manager will do to support me:	

Program Activities - Opportunities, Supports, & Services:

- Mentor Subsidized Work Experience Restorative Justice Project
 Community-wide Violence Reduction
 Other support services/activities, List: _____

Notes & Ideas:

Phase I: Self Exploration – Who Am I? (Cont'd.)

What Do I Like?

Interest Assessments: (Possible Tools: O*NET® Interest Profile, interest inventories)

Career Interests		
Date	Tool Used	Interests Identified

Values / Preferences: (Possible Tools: O*NET® Work Importance Profiler, Utah State Department of Education Values Lesson Materials, simple work preferences inventory, Vocational Personality Assessment and Values Activity from Empower Your Future)

Your personal values and preferences impact the type of work and work environment that you will enjoy and that will allow you to thrive.

Work Related		
Date	Tool Used	Values/Preferences Identified

What Am I Good At?

Skills & Personal Qualities: (Possible Tools: O*NET® Ability Profiler, Records Review, Best Personal Qualities from Empower Your Future)

Some words that describe my personality include:	
Some of my skills and abilities are:	
Some of my best qualities are:	

Phase I: Self Exploration – Who Am I? (Cont'd.)

Where Do I Want to Go?

Future Visioning Activity: *(Possible Tools: simple visioning activities such as “My Journey” from YSP/KSA Mod 3 and RAMP Peer Training)*

Journey to the Future: In 5 Years....

Look into your crystal ball, close your eyes and imagine, or just dream a little and think about where you would be in five years if “everything” goes right (you pass the test, get the job, have a ride, finish the training course, etc) and finish each sentence below with a few adjectives, a couple of words, or if you like, you can get another piece of paper and draw a picture.

- **My home will be...**
(Where will you live? What type of place will you live in? Who will you be living with?)
- **My career will be...**
(What will you be doing? What will your workplace be like? Who will you be working with?)
- **My education will be...**
(Will you still be in school? What level of education or training will you have completed?)
- **My social life will be...**
(Who will you be spending time with? Where will you go? What will you do?)
- **Some of the most important things to me will be...**
(Your car, your health, the arts, your community, an important cause, a sport/hobby)

What Do I Need to Do My Best?

Think about whether there are certain challenges that could present barriers to achieving your goals. Some possible challenges include: transportation, child care, learning disability, health or mental health condition, physical limitation, criminal record or court involvement, limiting beliefs. Name the challenge and then talk with your case manager or mentor about types of support or strategies you can use to overcome the challenge and do your best in work, education, and social situations.

Potential challenges to my success are:	Support or strategies I will use to help me do my best are:

Phase II: Career Exploration – What Are My Options?

1) Identify Your Career Interests

Based on the activities you completed and information you gained during the self-exploration phase, name 2 to 3 specific occupations you want to learn more about and possibly pursue. Selecting more than one helps you learn about and compare different career options.

Interest #1: _____

Interest #2: _____

Interest #3: _____

2) Research Careers

Use websites with labor market information such as www.MyNextMove.org and <http://www.onetonline.org/> to complete the following chart for each of your career interests. (NOTE TO CASE MANAGER & MENTORS: Please provide youth with additional copies of this chart for researching multiple career interests).

Requirement	Specifics	Will this be a problem?	If I need help, I know I can ask...
Level of formal education/ academic skills		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specialized training and skills (including vocational/technical)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Working conditions and physical demands		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personality traits needed for success		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Testing requirements or entry procedures		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certifications and/or licenses		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Clearances (background or security checks)		<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you checked mostly “NO” in the 3rd column above, move to the next step, “Hands-on Career Exploration Activities.”

If you checked mostly “Yes,” talk with your case manager and other supportive adults about whether this career choice is a good fit for you. Complete this same research step with your 2nd and 3rd career interests to see if other careers are a better fit for you before you move to the next step.

3) Hands-On Career Exploration Activities: *Together with your case manager and/or mentor, develop a plan for completing several hands-on career exploration activities to learn more about your specific career interests while also practicing career exploration skills.*

Your case manager should also help you develop tasks/activities focused on learning about various high-growth career clusters and pathways using local and state labor market information.

Some suggested activities are:

- Use resources at the local American Job Center (also called One-Stop Center) to find out information about places of employment in your local community in your field of interest. Research additional information on the local employment outlook including average annual salary and how many positions are open (e.g. is this a high-growth occupation?).*
- Complete a workplace tour or site visit and talk to people working in your field of interest about what they do.*
- Visit a postsecondary education or training institution where people get the training and education to work in your field of interest.*
- Conduct an informational interview or job shadow with a professional working in your field of interest. Ask the professional to help you practice interview skills by giving you a mock interview.*
- Search and apply for an internship or volunteer opportunity in your field of interest that would help you gain experience, practice skills, and develop a network of professionals.*
- Collect full details about any required tests or entry requirements (certifications, clearances) needed for your field of interest including where and when to go to complete requirements, how to obtain study materials or classes to prepare for tests or passing requirements, documents you need to submit, deadlines, etc.*

Date Set	Career Interest	Activity/Task	Person Responsible	Date Met
			Youth Case Manager Mentor	
			Youth Case Manager Mentor	
			Youth Case Manager Mentor	
			Youth Case Manager Mentor	
			Youth Case Manager Mentor	
			Youth Case Manager Mentor	

4) Reflecting on My Career Exploration Activities: *After you complete each career exploration activity, write down what you accomplished and learned from the experience. This includes describing the skills you practiced, knowledge you gained, who you met, and how the experience has influenced your ideas about your career interests and what step you will take next.*

For each activity, answer the following questions:

The activity I completed was _____

Date completed: _____

Through this activity, I learned _____

Skills that I practiced include _____

The people I met were (include their contact information if you want to stay in touch) _____

This experience has ___ increased / ___ decreased (check one) my interest in this career area because _____

Steps I will take next to continue exploring careers are _____

Phase III: Career Planning & Management

– What Do I Need to Do to Achieve My Goals?

1) Working Goal(s):

Working Goal	6-Month Update	9-Month Update
Short-Term Goals:		
Short-Term Goals:		
Short-Term Goals:		

2) Learning Goal(s):

Learning Goal	6-Month Update	9-Month Update
Short-Term Goals:		
Short-Term Goals:		
Short-Term Goals:		

3) **Leading Goal(s):** *This section can be used to capture restorative justice service work.*

Leading Goal	6-Month Update	9-Month Update
Short-Term Goals:		
Short-Term Goals:		
Short-Term Goals:		

4) **Career Readiness and Success Skills:** *First, identify strengths and areas of need and then plan development activities to build and practice skills.*

Topic	Strengths	Areas of Need	Development Activities
Job Search	<input type="checkbox"/> Write effective resume <input type="checkbox"/> Write effective cover letter <input type="checkbox"/> Seek out employment opportunities <input type="checkbox"/> Informational Interviewing <input type="checkbox"/> Social Networking <input type="checkbox"/> Research careers & industries <input type="checkbox"/> Effective Interviewing	<input type="checkbox"/> Write effective resume <input type="checkbox"/> Write effective cover letter <input type="checkbox"/> Seek out employment opportunities <input type="checkbox"/> Informational Interviewing <input type="checkbox"/> Social Networking <input type="checkbox"/> Research careers & industries <input type="checkbox"/> Effective Interviewing	
Soft Skills	Communication Skills: <input type="checkbox"/> Read with Understanding <input type="checkbox"/> Convey Ideas in Writing <input type="checkbox"/> Speak So Others Understand <input type="checkbox"/> Listen Actively <input type="checkbox"/> Observe Critically Interpersonal Skills: <input type="checkbox"/> Guide Others <input type="checkbox"/> Resolve Conflict & Negotiate <input type="checkbox"/> Advocate & Influence	Communication Skills: <input type="checkbox"/> Read with Understanding <input type="checkbox"/> Convey Ideas in Writing <input type="checkbox"/> Speak So Others Understand <input type="checkbox"/> Listen Actively <input type="checkbox"/> Observe Critically Interpersonal Skills: <input type="checkbox"/> Guide Others <input type="checkbox"/> Resolve Conflict & Negotiate <input type="checkbox"/> Advocate & Influence	

Topic	Strengths	Areas of Need	Development Activities
Soft Skills Cont'd	<input type="checkbox"/> Cooperate with Others/Teamwork <input type="checkbox"/> Enthusiasm & Attitude <input type="checkbox"/> Professionalism (Appearance, Attendance, Punctuality, Time management, Reliability) Decision Making Skills: <input type="checkbox"/> Use Math to Solve Problems & Communicate <input type="checkbox"/> Solve Problems & Make Decisions <input type="checkbox"/> Plan <input type="checkbox"/> Workplace Ethics Lifelong Learning Skills: <input type="checkbox"/> Take Responsibility for Learning <input type="checkbox"/> Reflect & Evaluate <input type="checkbox"/> Learn Through Research <input type="checkbox"/> Use Information & Communications Technology	<input type="checkbox"/> Cooperate with Others/Teamwork <input type="checkbox"/> Enthusiasm & Attitude <input type="checkbox"/> Professionalism (Appearance, Attendance, Punctuality, Time management, Reliability) Decision Making Skills: <input type="checkbox"/> Use Math to Solve Problems & Communicate <input type="checkbox"/> Solve Problems & Make Decisions <input type="checkbox"/> Plan <input type="checkbox"/> Workplace Ethics Lifelong Learning Skills: <input type="checkbox"/> Take Responsibility for Learning <input type="checkbox"/> Reflect & Evaluate <input type="checkbox"/> Learn Through Research <input type="checkbox"/> Use Information & Communications Technology	
Financial Literacy	I am skilled at: <input type="checkbox"/> Budgeting <input type="checkbox"/> Banking <input type="checkbox"/> Saving <input type="checkbox"/> Using Credit Responsibly <input type="checkbox"/> Managing my benefits	I need help with: <input type="checkbox"/> Budgeting <input type="checkbox"/> Banking <input type="checkbox"/> Saving <input type="checkbox"/> Using Credit Responsibly <input type="checkbox"/> Managing my benefits	

5) Responsibilities and Supports:

Goal Area	I will do... (My Responsibilities)	Case manager will do... (My Case Manager's Responsibilities)	Supports & Services (What I Need to Do My Best)
Working Goal(s)	1) 2) 3)		
Learning Goal(s)	1) 2) 3)		
Leading Goal(s)	1) 2) 3)		
Career Readiness and Success Skills	1) 2) 3)		

More goals, as needed....
