Soft skills

Building Your Career Plan

One day to take stock of your path and define a realistic next step. Participants take inventory of their skills, achievements and what drives their choices, explore options within their company and trade, test their ideas against real needs, and leave with a written plan, an action plan and a prepared conversation with their manager or human resources.

Duration : 1 day

Objectives

1. Take stock of your skills, achievements and what motivates your career choices
2. Identify possible paths: a wider role, internal mobility, a change of trade, supervision
3. Assess each option against the company's needs, the skills to acquire and your personal constraints
4. Formulate a clear career plan with stages and deadlines
5. Prepare the meeting in which the plan will be presented to your manager or to human resources

Programme

Day 1 — morning

• Endure or steer your own progress: what a career plan is for

• Inventory of your technical and behavioural skills based on concrete achievements

• What matters to you: values, interests, working conditions you look for

• How others see you: what colleagues and managers recognise in you

Day 1 — afternoon (workshop)

• Exploring options: neighbouring jobs, expert or supervisory tracks, mobility between departments or sites

• Testing realism: skills to acquire, training needed, timeline, family constraints

• Writing your plan on one page and your action plan at 6 and 12 months

• Workshop: simulation of the meeting where you present your plan

Teaching methods

• Portfolio of achievements and skills inventory completed during the session

• Individual exercises alternating with small-group discussions, in a confidential setting

• The company's job descriptions and skills framework used where they exist

• Pair simulation of the meeting with structured feedback

• A one-page career plan and action plan given to each participant

Assessment and documents

Knowledge test and presentation of your plan at the end of the day, post-training evaluation at D+1. Each participant receives a numbered certificate verifiable online; the training report given to the company does not reproduce the content of individual plans.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To keep your skills up to date throughout the year afterwards, the half day “Steering Your Own Development” takes over. A 360° assessment (Qualtivate) can feed the skills inventory before the session.

Practical information

Duration	1 day
Audience	Employees and managers considering a move up, an internal transfer or a change of trade
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

How is this different from “Steering Your Own Development”?

Building your career plan answers the question “where should I go?”: direction, options, plan. Steering your own development answers “how do I progress day to day?”: learning plan, feedback, training. The second often follows the first.

Will the company have access to each participant’s plan?

No. The plan belongs to the participant, who chooses what to present to their manager or to human resources. The training report covers how the session went and what was learned, not the content of the plans.

Is this a skills assessment?

No. It is a one-day group course that gives a method and leads to a first plan. One-to-one coaching over several weeks is a separate process.

When should employees be offered it?

After a few years in the same job, before the annual review campaign or during a reorganisation. For the company, it is also a way to prepare succession with employees who have thought about their progression.