



Goal planning template

This tool can be used to document a young person's goals for employment and the steps that can be taken to achieve them.

A key feature of an effective employment program is that young people are supported to develop achievable career goals that are of interest and relevant to them and their aspirations for work and life.

This tool has been designed to be used by young people with support from staff to develop immediate and long-term career goals to pursue during and after the program.



Goal planning

Careers management is the ability to plan and set realistic career goals and supports you to search and apply for jobs, and to present yourself to employers.

Once you have a sense of the different career pathways that might be suited to your strengths and interests, you can use this template to outline your goals and the steps needed to get there. Keep in mind that you should only include goals that are achievable. Your plan may include both immediate employment goals and longer-term career goals.

What do I want to achieve?	Actions	Person responsible	Due date	Notes