

Career Development Plan (CDP) Planning Tool

Considerations	Challenges Anticipated	Ideas and Plans	Next Steps
Review CDP Guidance Document provided by NCDPI.			
Determine district choice of digital application to create and maintain CDPs. <ul style="list-style-type: none"> Consider a free digital application such as NCCareers.org to meet the minimum requirements of the law. Identify staff who are already trained to use the platform and those who need training. 			
Determine CDP format and content.			
Define roles. <ul style="list-style-type: none"> District primary point of contact for CDP implementation Interdepartmental team members 			
Schedule meetings. <ul style="list-style-type: none"> Frequency Format (virtual or in person) 			

Develop a communication plan.			
Identify materials and resources needed for successful implementation.			
Determine how the district will monitor implementation to ensure minimum requirements of the legislation are met.			
Develop a plan to review and improve the implementation plan as needed.			

Planning Notes: