

# ALSTON & BIRD LLP

## Reinventing Yourself Development Plan

**Identified Goals:**

**1. Short Range – Critical for Success in My Current Position**  
 (Competencies, Skills, Benchmarking, ROI, Relationships, Client Service)

**Goal:** \_\_\_\_\_

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?

**2. Mid Range – Important for Growth within My Present Position**  
 (Expanded Responsibilities, Leadership Opportunities, Ownership/Management, Expanding Your Visibility)

**Goal:** \_\_\_\_\_

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?

**3. Long Range – Helpful for Achieving a Transition or My Overall Career Goals**  
 (Networking, Educational Opportunities, Training/Self Study, Organizational Involvement/Leadership, Mentor Relationship, Visibility, Self Promotion/Promotion of Ideas)

**Goal:** \_\_\_\_\_

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?

## Sample Development Plan for Transitioning from Attorney Hiring Coordinator to PD Career Coach

### Identified Goals:

**1. Short Range – Critical for Success in My Current Position**  
 (Competencies, Skills, Benchmarking, ROI, Relationships, Client Service)

Goal: To become an expert in my job and on my firm

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?
Attend firm events to increase knowledge about practice groups, clients and long range plans	Firm meetings, Managing Partner Fireside Chats, Summer Associate Training Programs	ongoing	
Self Study - Learn all I can about Recruitment & PD	NALP, Library, PD Department resources	ongoing	ongoing
Achieve highest possible rating on my annual review	My Hiring Manager, Firm Training Programs	Present - 2011	

**2. Mid Range – Important for Growth within My Present Position**  
 (Expanded Responsibilities, Leadership Opportunities, Ownership/Management, Expanding Your Visibility)

Goal: Expand my knowledge and experience in the field of professional development

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?
Volunteer for a firm committee service to promote myself/my skills within my firm	Human Resources		
Join the NALP PD Section	NALP	April 2010	
Volunteer to head up Summer Associate Training	Director of Hiring	May 2010 - July 2010	

**3. Long Range – Helpful for Achieving a Transition or My Overall Career Goals**  
 (Networking, Educational Opportunities, Training/Self Study, Organizational Involvement/Leadership, Mentor Relationship, Visibility, Self Promotion/Promotion of Ideas)

Goal: Career as a Law Firm Professional Development Lawyer In-House Career Coach

Steps to Take (Identified Actions)	Resources (internal/external)	Time Frame (start/end date)	Completed?
Volunteer to assist PD Department with annual review process and the mentoring program	PD Director or PD Manager	Fall 2010	
Attend ASTD Two Day Coaching Training	ASTD (American Society for Training & Development)	By end of 2010	
Pursue degree from Georgia Tech in Industrial and	Use firm funds per Tuition Reimbursement	Enroll in Fall 2010	

Organizational Psychology - Evening Program	Policy		
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