

Career Development Plan (CDP) Planning Tool

Considerations	Anticipate challenges	Plans and ideas	Next steps and assignments
Review the NCDPI CDP Guidance Document .			
<p>Determine district choice of digital platform to facilitate CDP development and maintenance.</p> <ul style="list-style-type: none"> Consider free digital platforms such as LNC Careers.org and CFNC to meet some or part of the requirements of the law. Determine who is already trained to use the platform(s) and who will need training. 			
Determine CDP plan format and content.			
<p>Define roles.</p> <ul style="list-style-type: none"> District CDP Point of Contact CDP interdepartmental team members <p>Establish CDP PLC?</p>			
<p>Schedule meetings.</p> <ul style="list-style-type: none"> Frequency Methodology <ul style="list-style-type: none"> (virtual or in-person) 			
Develop a CDP team communication plan.			
Determine materials and resources necessary to complete the work.			

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Determine who will decide and how the district will collect, evaluate, and share exemplars.			
Determine a plan for accountability monitoring and communication distribution.			
Consider CDP plan sustainability beyond SY24-25.			

Planning Notes: