



Individual Development Plan Guidelines

Complete this Individual Development Plan (IDP) to help you evaluate your current work, plan for improvement and advancement, and generate future professional directions.

While you are responsible for your own IDP, your manager can play an important role in supporting your personal and career development. We encourage you to have frequent conversations with your manager about this plan, including a follow-up conversation after your annual performance evaluation in order to continuously integrate your professional development with your job performance.

Use the **SMART** model in setting development plans and activities:

- S** Specific
- M** Measurable
- A** Achievable
- R** Relevant
- T** Time-bound

Be realistic and set priorities. We suggest setting three important development goals each year, focusing on skills and activities that contribute to your current role, opportunities for advancement and promotion, and future career directions.

Seek candid feedback from others, including your manager, about strengths and weaknesses, and for additional perspectives, new information, and support.

Make your development continuous, intentional, and organized. Try to work on something every week, perhaps even every day, build it into your regular schedule, and use the IDP to record your progress.

Take advantage of the many different opportunities for learning and development. Remember the 70/20/10 model: 70% of what we learn is from on-the-job experience, 20% is what we learn from others, and only 10% is from formal learning settings, such as courses and training.

Link skills and competencies to specific learning and development activities to ensure congruence across performance, development, and learning.

Make the time to reflect. Determine what's working and what's not, and why. Reward yourself for your achievements and face your challenges honestly and realistically.



Individual Development Plan

Name _____

Manager _____

Position _____

Date _____

Section 1: Self-Assessment

How do I assess my current job and its alignment with my interests, skills, and values?

Interests: What tasks and challenges interest me the most?

Skills: What are my talents and strengths?

Values: What matters to me most about the work environment and the people with whom I work?

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Section 2: Development Plan

How am I going to improve my performance and capability in my current role, and strengthen my potential for future roles?

Development Goals What skills, knowledge, and behavior do I need to learn or improve?	Evaluation How does this goal strengthen my current and future professional roles?	Timeline and Results When do I want to reach the goal? How will I measure progress and success?	Manager Role How will my manager support the goal and actions?	Actions What steps and activities will help me reach the goal? (new assignments, training, coaching)
Goal 1:				
Goal 2:				
Goal 3:				



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Section 3: Career Plan

What are my career goals?

Career Goals What are my goals and aspirations? (title, position, industry, area of interest)	Skills and Competencies What skills, competencies, and behaviors do I need to sharpen or learn?	Actions What steps and activities will help me acquire skills and reach the goal? (career coach, resume, cover letter, training, networking, professional association, new work assignments)	Manager Role How will my manager support my career development goals?
Short-Term Career Goals (1-2 years)			
Long-Term Career Goals (3-5 years)			

Employee Signature _____

Date _____

Manager Signature _____

Date _____

Manager Comments: