

Individual Development plan template

Instructions

Once you have completed your Self-assessment (Step 1) and an Assessment of Your Position and Your Work Environment (Step 2) as outlined in the Individual Development Planning Process, you are ready to fill in the IDP form (next page).

Individual development plan purpose

- Set priorities for your career development
- Identify goals that are mutually beneficial to you and your employer
- Select the best available activities and the resources needed to help you achieve your goals
- Set a timeline for achieving your goals

Individual development plan sections

Developmental goals for the coming year - What do you want to achieve?

Relationship of goals to the organization's goals - How will the organization benefit from your development goal?

Knowledge, skills, abilities to be developed - What will you learn?

Developmental activities - What are the best development activities for the goals that you have identified?

Resources - What resources are required for you to engage in the development activities – time, funds, help from others, and so forth?

Date for completion

- IDPs are usually written for a one -year period, but some employees prefer to set short-term (1 year), medium-term (2 years), and long-term (3 years) goals. The longer time frame may be necessary if, as a goal, you want to earn a degree or certification in your field.

Individual development plan

Name:	
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Developmental goals for the coming year	Relationship of goal to the organization's goals	Knowledge, skills, abilities to be developed	Developmental activity	Resources	Date for completion
Goal 1					
Goal 2					
Goal 3					

Employee's signature

Date

Manager's signature

Date