

Individual Development Plan (IDP)

Suggested Roles & Responsibilities

Individual – In Charge and Drives Their Own Career Growth Process

- Identify your [career interests](#), career goal, [transferable knowledge and skills](#), and [workplace values](#)
- Research your career goal to learn about required knowledge, skills, and experience; consider exploring King County's Career Support Services website at www.kingcounty.gov/CSS for links to internal and external resources
- Create an [Individual Development Plan \(IDP\)](#)
- Reach out to experts in your chosen field for suggestions of [IDP](#) development activities
- Consider seeking out a [mentor](#) to review your [IDP](#) and explore how they can support you
- Consider meeting with your supervisor to review your [IDP](#) and explore how they can support you
- Identify possible barriers or obstacles to achieving your career objective and develop a plan to address them to include asking for support from your supervisor and/or [mentor](#)
- Identify and take advantage of available internal and external opportunities
- Regularly review and update your [IDP](#) to stay on track with your development activities and to add new ones to keep you moving forward
- Schedule check-ins with supervisor or [mentor](#), if involving them
- Stay the course and celebrate successes
- Attend Career Support Services' workshops on [Creating Effective Application Materials](#) and on [Strategic Interviewing Tips and Techniques](#); registration links can be found at www.kingcounty.gov/CSS

Supervisor/[Mentor](#) – Helpful Passenger, Guide and Cheerleader

- Meet with individual to discuss their career goal and development activities
- Work together with individual to identify development activities (whenever possible), or refer them to others you may know who may have subject matter expertise
- Work together with individual on specific ways in which you can support them
- Explore ways to address any workplace obstacles the individual may be experiencing
- Identify possible development opportunities in their current position
- Participate in status update meetings if requested by the individual
- Provide honest feedback, on-going coaching, encouragement and support
- Encourage individuals to take advantage of internal resources including: [Career Support Services](#), [Learning and Development](#) workshops and [programs](#), [eLearning](#), [Mentorship Program](#), [Professional Development Scholarship Program](#), and [Affinity Groups](#)

Department/County – Creates the Infrastructure to Support Employee Growth

- Provide clarity on employee development processes, along with supervisor role and expectations
- Have a training policy and communicate it to staff and supervisors
- Help employees and supervisors find the right resources and tools
- Identify internal experts, mentors and resources to support employees in reaching their career objectives
- Encourage all staff to create [Individual Development Plans \(IDPs\)](#)
- Address workplace barriers or obstacles to employee development
- Promote the County's [True North and values](#) throughout the entire organization
- Build a supportive culture of accountability, mutual respect, trust, and open communication
- Provide cross-organizational / cross-functional opportunities to develop and engage employees
- Promote internal resources including: [Career Support Services](#), [Learning and Development](#) workshops and [programs](#), [eLearning](#), [Mentorship Program](#), [Professional Development Scholarship Program](#), and [Affinity Groups](#)