Individual Development Plan (IDP)

Introduction

An individual development plan (IDP) provides a framework to effectively clarify and manage your career growth. The primary purpose is to help you reach your career goals, as well as improve your current job performance. The IDP is not a performance evaluation tool or a one-time activity. After you have completed your development plan, **you can choose** whether to meet with your supervisor and have an open discussion about your development goals. Involving your supervisor enables you to create a partnership with your supervisor where you can ask for regular feedback and request resources to help meet your goals.

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| **Date:** |  | **Development Period:** |  |
| **Employee Name:** |  | **Department/Work Section:** |  |
| **Current Classification:** |  | **Supervisor:** |  |

1. Career Goal

*INDIVIDUAL: Identify the types of job/career opportunities you are interested in pursuing within 1-2 years. Review websites. Talk with experts or those in the career field you are pursuing to identify key competencies, skills, and knowledge and abilities you will need to obtain or develop to meet your career goals.* ***(A competency includes a set of knowledge, demonstrated skills, behaviors and/or abilities that are required to perform well. A skill is the ability to do a task or a job properly. You will find both on job postings.)***

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| **Career Goal**  | **Competencies / Knowledge / Skills / Abilities to Develop** |
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1. Strengths and Development Gaps

*INDIVIDUAL: Create a list of your current strengths, which may include competencies, knowledge, skills, abilities and other factors that will support you in meeting your career goals. You may also seek input on your strengths from your supervisor, co-workers, customers and others who know you. . Identify the areas you need to obtain or develop in order to reach your career goals.*

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| **STRENGTHS****What I Bring to My Career Goal/s** | **GAPS TO DEVELOP****Competencies, knowledge, skills and abilities I need to obtain/enhance** |
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1. Development Activities (70/20/10 Learning Model)

*INDIVIDUAL: List several activities you will pursue towards meeting your career goals. It is recommended that you seek input and suggestions from others who have experience or expertise in the area you are pursuing. Examples of activities include:*

* ***Experience based (70% of your activities)****: new or expanded duties; volunteer work in the community, with a non-profit organization or even a private sector company; presenting to senior leadership; participating on a project team, special committee or task force; special duty assignments*
* ***Learning with others (20% of your activities)****: coaching, mentoring, job shadowing, guidance from supervisor, peer to peer learning, communities of practice, networking, professional associations, informational interviews*
* ***Education and training (10% of your activities)****: e-learning, video or computer-based training, courses/seminars, formal education, reading materials, conferences*

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| **Experience / Competency / Knowledge / Skill / Ability**  | **Development Activities with Target Dates** | **Resource** **Requirements** |
| **Experience (70%)**  | **Learning with Others (20%)** | **Formal Education or Training (10%)** |
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1. Overcoming Potential Personal Barriers / Obstacles

*INDIVIDUAL: Identify possible personal barriers and determine how you might address or overcome them to achieve your career goals.*

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| **Potential Barriers / Obstacles** | **How to Address these Barriers/ Obstacles** |
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| 1. Supervisor Support or Resources Desired *(when involving your supervisor)*

*INDIVIDUAL: Identify specific requests of your supervisor regarding ways in which he/she could support you towards you achieving your career goals.**SUPERVISOR: Identify and work with your leadership and HR to address possible organizational, operational, business or HR related barriers or issues that impact your ability to provide the specific support or resources requested by the employee.* *INDIVIDUAL and SUPERVISOR: Document all agreements AND duration of the agreement as needed.*  ***NOTE: Agreements are not “promises,” nor carved in stone and may be changed depending on operations or business constraints.***

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| **Specific Request of Supervisor**  | **What Supervisor Agrees to Regarding Each Specific Request** |
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 Individual’s Signature Supervisor’s Signature *(if needed)* Date