



SAMPLE: 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.

Date:	3/30/21	Development Period:	March 2021 – December 2021
Individual’s Name:	Sally Forth	Department/Work Section:	Executive Services
Current Classification:	Administrative Specialist 3	Supervisor:	Clark Kent

1. Career Goal/s

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.)

Career Goal/s	Competencies / Knowledge / Skills / Abilities to Develop
Become a Human Resources Associate within the next two years	<ul style="list-style-type: none"> • Continue to expand my knowledge of general HR practices and laws • Become familiar with KC’s HR functions, practices, and policies • Skill in using KC’s HR information systems (PeopleSoft, Applicant Tracking Systems) • Skill in interpreting and explaining union contracts • Skill in participating in recruitment and selection processes

2. 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.



STRENGTHS What I Bring to My Career Goal/s	GAPS TO DEVELOP Competencies, knowledge, skills and abilities I need to obtain/enhance
<ul style="list-style-type: none"> • Extensive planning, organizing and prioritizing work to meet deadlines • Ease in learning and applying new technology to increase efficiencies • Demonstrated ability to go above and beyond to meet customer needs 	<ul style="list-style-type: none"> • Knowledge of HR practices and laws • Experience performing HR related tasks • Experience with PeopleSoft and NEOgov

3. 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

Experience / Competency / Knowledge / Skill / Ability	Development Activities with Target Dates			Resource Requirements
	Experience (70%)	Learning with Others (20%)	Formal Education or Training (10%)	
Knowledge of HR systems and practices in general	Volunteer to participate in my homeowner’s association process for recruiting, screening and hiring a maintenance person – contact project lead by end of week	Join professional HR organization and attend at least 2 events each year	Complete at least one HR e-learning class each week Obtain 2 yr. HR certificate or degree within 3 years	Computer or smart phone
Knowledge and experience with County HR information systems and practices	Ask my supervisor if there are any HR related support tasks that I can help with for our section by end of month Seek HR special duty assignment	Job shadow one of our HR representatives one hour per week to gain exposure to PeopleSoft and NEOgov	Attend HR systems training within the next four months	Supervisor approval



4. Overcoming Potential Personal Barriers / Obstacles

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

Potential Barriers / Obstacles	How to Address these Barriers/ Obstacles
Too heavy of a workload to spare any time to job shadow or take on extra projects	Ask for supervisor support to carve out about one hour per week for me to job shadow and help with HR related section work; explore flexible work hours to allow for extended lunch periods for job shadowing
Money to pay for formal education	Submit a request to the County for tuition reimbursement
Busy home life	Talk to my spouse and children about my desire to go back to college and do some volunteer work to see what chores/responsibilities they could each take on to help lighten my load at home

5. 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 carved in stone and may be changed depending on operations or business constraints.

Specific Request of Supervisor	What Supervisor Agrees to Regarding Each Specific Request
One hour/week to job shadow on county time	Supervisor agrees to the use of one hour/week for job shadowing on county time. I need to provide advanced notice of which day/time for his approval.
Ability to adjust my work hours to do additional job shadowing on my own personal time	Supervisor approves my ability to adjust my work hours to do additional job shadowing on my personal time. Supervisor requires advance approval whenever I would like to adjust my hours to make sure it doesn't impact operations.
Give me some HR tasks to perform	Supervisor agrees to give me tasks related to the upcoming hiring of 3 staff
Support me in pursuing a special duty assignment in HR	Supervisor will approve a special duty assignment in HR should I be offered one. He asks that I prepare by developing notes and instructions for my future backfill to use.



Individual's Signature

Supervisor's Signature *(if needed)*

Date