INDIVIDUAL DEVELOPMENT PLAN TEMPLATE

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 short and long-term 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, meet with your supervisor and have an open discussion about your goals. Create a partnership with your supervisor to receive continuous feedback and request resources to help meet your goals. Please feel free to read the ***KC IDP Guide*** for further information.

Development Tips

1. Prioritize: Identify development areas that will add the greatest value and make a difference. Remember you own your career!
2. Apply 70/20/10 Learning Model: Development occurs largely through hands-on experience (70%), through coaching and learning from others (20%) and through training or education (10%).
3. Do Something Every Day: Chip away in small bite-sized pieces. Spending even five minutes a day will make development part of your daily discipline.
4. Seek Feedback and Support: Learn from others. Ensure that feedback is relevant to your development priorities.
5. Create a Partnership with Your Supervisor: Discuss your development plan with your supervisor and ask for feedback and support.
6. Face your Barriers: Development isn’t easy. Address any barriers that may keep you from achieving your development goals.
7. Involve Others: Identify people who can help you in your development and ask them for specific and candid feedback. Solicit their ideas and reactions; listen and be open to recommendations.

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| **S** | **Specific:** Define the goal as much as possible. Use the Who, What, Where, When, Why method to develop your goals. |
| **M** | **Measurable:** Track the progress and measure the outcome. How much, how many, how will you know when your goal is accomplished? |
| **A** | **Attainable:** Make sure the goal is not out of reach. Is the goal reasonable enough to accomplish? How so? |
| **R** | **Relevant:** Ensure the goal is worthwhile and will meet your needs. How does the goal align with your broader goals? Why is the result important? |
| **T** | **Timely:** Include a time limit to prompt better time management. What is the time frame for accomplishing the goal? |

1. Use SMART goals:

 S Specific

 M Measurable

 A Attainable

 R Relevant

 T Timely

1. Take time to reflect: Ask yourself what worked, what didn’t and why. Revise, adjust and confirm alignment on a regular basis and stay focused.
2. Transfer Learning into Next Steps: Continue to focus on mastering a specific area, and then share this knowledge by teaching it to others. Regroup and focus on new goals and development activities.
3. Celebrate Your Successes: Celebrate your successes as they happen, even the small ones.

Individual Development Plan

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

*This section to be completed by the employee*

1. Short Term Goals

*Identify the career opportunities you are interested in pursuing within one year. List the competencies, skills, and knowledge and abilities you 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 Goals**  | **Competencies / Knowledge / Skills / Abilities to Develop** |
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1. Long Term **Goals**

*Identify the career goals you are interested in pursuing within the next three years. List the competencies, knowledge, skills and abilities you 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 Enhancement Goals or Occupation** | **Competencies / Knowledge / Skills / Abilities to Develop** |
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1. Strengths and Development Gaps

*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. 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** | **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)

*List several activities you will pursue towards meeting your career goals. Examples of activities include:*

* ***Experience based (70%)****: new or expanded duties; community volunteer work; presenting to senior leadership; participating on a project team, special committee or task force; special duty assignments*
* ***Learning with others (20%)****: coaching, mentoring, job shadowing, guidance from supervisor, peer to peer learning, communities of practice, networking, professional associations, informational interviews*
* ***Education and training (10%)****: 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 Barriers / Obstacles

*Identify your barriers and address how you plan to 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. Celebrate Your Successes

*Indicate what things you would consider a success (example: complete three human resource e-learning trainings). Maintain a record of your achievements and keep moving forward in meeting your goals. Be proud of your successes and celebrate your achievements, including the small ones.*

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| **Measurements of Success** | **Achieved** |
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| 1. Supervisor or Manager Check-In
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| **Check In #1****Discussed necessary resources, steps, status and/or accomplishments**[ ]  Yes [ ]  No**Date met with Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Check In #2****Discussed necessary resources, steps, status and/or accomplishments**[ ]  Yes [ ]  No**Date met with Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Check In #3****Reviewed development plan and success** [ ]  Yes [ ]  No**Date met with Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Comments Below** | **Comments Below** | **Comments Below** |

1. ELECTION TO OPT OUT

Employee’s may elect to opt out of creating an individual career development plan, however, each employee will still be required to meet with his/her supervisor one to three times a year. Employee and supervisor must sign opt-out form. Employees can elect to opt-in at any time.

**PLEASE NOTE**: Employees are not required to have an Individual Development Plan to take King County required trainings. Employees must have prior approval from supervisor before attending trainings.

I am electing to OPT out of having an Individual Career Development Plan.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Employee’s Signature Date

1. Comments and Notes *(Comments should be noted during the periodic progress reviews between the employee with his/her manager)*

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 Employee’s Signature Supervisor’s Signature Date